

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC SAFETY

1010 Commonwealth Avenue, Boston 15,
March 17, 1944

TO ALL MAYORS AND SELECTMEN:

His Excellency, Leverett Saltonstall, Governor of the Commonwealth, has directed that the facilities of this Department be utilized to deliver immediately to all Mayors and Chairmen of Boards of Selectmen within the Commonwealth, the following request:

"

Executive Department
State House, Boston
March 17, 1944

"To All Mayors and Selectmen:

In view of the immediate need in war production for the further salvage of waste paper for manufacture and packaging of war materials, I am asking each municipality in our Commonwealth immediately to take the following steps or to increase their activity if they are already carrying out these steps:


1. Provide maximum assistance to scheduled salvage committee collections of household newspapers, magazines and corrugated paper.
2. Give special consideration to servicing retail stores and commercial business properties to avoid loss of waste paper from these sources.
3. To take all possible steps either through order or through request to segregate salvable wastebasket paper from rubbish collections.
4. To take all steps possible to prevent destruction of salvable waste paper on public dumps.
5. Make arrangements for collecting said waste paper and for transporting it to licensed dealers in order that it may be processed,

A direct request for this cooperative action has come in a telegram from Donald Nelson to me in order that our men and women in the service may receive in adequate quantity the food, munitions, and medical supplies that they require. All of us public officials in Massachusetts, I know will do our best to help them."

Very sincerely yours,

/s/ Leverett Saltonstall
Leverett Saltonstall,
Governor of the Commonwealth."

Respectfully,


John F. Stokes,
Commissioner.



ESTABLISHED 1847

DIRECTORS
HENRY P. KIDDER, PRESIDENT
GEORGE H. BURNETT, TREASURER
CHARLES B. BARNES, JR.
HAROLD W. DAVIE
ROBERT B. CHOATE
HAROLD G. FINNEY
SAMUEL VAUGHAN

JOSEPH BURNETT COMPANY

437 - 447 D STREET

BOSTON

February 8th, 1944.

Mr. Arthur G. Hosmer,
Southborough,
Massachusetts.

Dear Arthur:

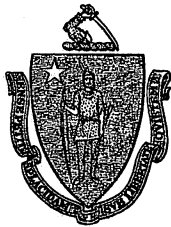
I feel that the Report of the Southborough
Service Men's Fund should be placed in the Town Report.

I leave it to you whether you include it in the
Selectmen's Report or put it in as an independent report.

Yours very truly,

George H. Burnett.

GHB:CB



The Commonwealth of Massachusetts

MASSACHUSETTS COMMITTEE

ON

YOUTH GUIDANCE

41 MT. VERNON STREET, BOSTON 8,

LAFAYETTE 2216

FREDERICK T. IDDINGS, *Chairman*
Chairman on Juvenile Delinquency,
Massachusetts Committee on Public Safety

ARTHUR C. K. HALLOCK, *Executive Secretary*

February 23, 1944

MISS FLORA E. BURTON
Supervisor of Social Service,
Division of Aid and Relief,
Department of Public Welfare

VLADO A. GETTING, M.D., Dr. P.H.
Commissioner of Public Health

MRS. ROBERT F. HERRICK
Chairman, Committee on Social Protection,
Boston Committee on Public Safety

LIEUT. M. C. HUPPUGH
Headquarters, First Naval District

REUBEN L. LURIE
Chairman, Parole Board

ARTHUR T. LYMAN
Commissioner of Correction

MAJOR GLENN W. McDONALD
Headquarters, First Service Command

JAMES T. MORIARTY
Commissioner of Labor and Industries

KENNETH L. NASH
Administrative Committee of District Courts

CLIFTON T. PERKINS, M.D.
Commissioner of Mental Health

JOHN F. PERKINS
Justice, Boston Juvenile Court

ABRAHAM PINANSKI
Justice, Superior Court

LIEUT. COMMANDER JOHN J. REILLY
Headquarters, First Naval District

ARTHUR G. ROTCH
Commissioner of Public Welfare

JOHN F. STOKES
Commissioner of Public Safety

MISS MIRIAM VAN WATERS
Superintendent,
Women's Reformatory, Framingham

JULIUS E. WARREN
Commissioner of Education

B. LORING YOUNG
Commissioner of Probation

Board of Selectmen
Southborough
Massachusetts

Gentlemen:

Governor Saltonstall has asked me to acknowledge his receipt of your letter of February 17 notifying him of the appointment by you of the Southborough Committee on Youth Guidance. The Governor appreciates this prompt action and extends to you and your committee our full cooperation. We are also writing to Mrs. James H. Marr today. A copy of our letter to her is enclosed.

Sincerely yours

Frederick T. Iddings

Frederick T. Iddings
Chairman

FTI:M

Rec'd
2/24/44
(HCC)

February 23, 1944

Mrs. James H. Marr
Southborough
Massachusetts

Dear Mrs. Marr:

In reply to Governor Saltonstall's letter of January 10, 1944, the Board of Selectmen has written the Governor that the Southborough Committee on Youth Guidance has been appointed. This letter is for the Southborough committee as a whole. We are sending it directly to you, however, because your name is first on the list given in the letter to the Governor. May we ask that you bring it to the attention of all of the other members and that you let us know who is to be your chairman?

We extend our full cooperation to you. We are eager for an opportunity to talk over some of our common problems. The facilities of this office are cordially offered for such a purpose. Also, and at a time mutually agreeable, we would be very glad to come to Southborough.

It will be of great assistance to us and to other cities and towns if we may be kept posted on the development and progress of the Southborough's committee's plans. We are all in this together. We on the State level, of course, must rely on you for detailed knowledge of your community. You people in the cities and towns are in full charge of the whole situation. It is only by letting other cities and towns know about the successful ways special youth needs are being planned for and are being met in many communities in the State that we will arrive at practical solutions. In order to make possible this interchange of news about progress it will help all other local committees if we can be kept up to date by you on the developments in Southborough.

We stand ready at all times to be of any possible service to you.

Sincerely yours,

Frederick T. Iddings
Chairman

FPI:M

MASSACHUSETTS COMMITTEE ON PUBLIC SAFETY
18 Tremont Street Boston 8, Mass.

B.

February 1, 1944

To: REGIONAL MEDICAL HEADS, DEPUTY REGIONAL MEDICAL, HOSPITAL,
DENTAL and NURSE HEADS, LOCAL CHIEFS OF E. M. S.,
MEDICAL EXECUTIVE COMMITTEE

cc: Division Directors, Regional Directors, Controllers,
City and Town Chairmen

Subject: EMERGENCY MEDICAL SERVICE ACTION IN NON-WAR-CAUSED DISASTERS
(M-5060)

Your attention has been called from time to time to the desirability of having the Emergency Medical Service subject to call in ordinary civilian disasters. In this connection I wish to report that I have received accounts of a considerable number of instances throughout the country where the Emergency Medical Service has rendered extremely valuable aid in such cases.

Notable among these are:

1. Serious and extensive brush fires in the vicinity of the cities of Oakland and Berkeley, California on December 8 and 9, 1943.
2. Train wrecks in Seals, Georgia; Ashland, Ohio; Newton Falls, Ohio; in November and December, 1943.
3. Serious explosion in the plant of the Carbide and Carbon Chemical Corporation, South Charleston, West Virginia, in May, 1943.
4. An accident happening during a blackout in Piermont, New York on November 22, 1943.

In view of the important service that may be rendered in such incidents, I wish to stress the importance of having the organization prepared to act and of maintaining the proper methods of notification.

HORACE P. STEVENS, M. D.
Director, Medical Division

Approved

J. W. FARLEY
Executive Director

THE COMMONWEALTH OF MASSACHUSETTS

Office of

EMERGENCY SOLID FUEL ADMINISTRATION
Ford Building, 15 Ashburton Place, Boston 8

Tel. CAPitol 4600

January 31, 1944

Mayors and Chairmen of Boards of Selectmen:

We are all aware that the fuel situation in New England is critical and the end of the critical situation is not in sight. The dislocation of deliveries of solid fuels and petroleum due to war conditions, strikes and labor shortages, has brought about this serious situation. The export demand for fuels on account of the war may continue for some time and may be greatly increased so that it is impossible to predict the termination of such demands.

For some time this division has urged the public to obtain a supply of fuel wood as insurance against a serious shortage of other fuels. Since the war began, the demand for cordwood has always exceeded the supply due in large part to a shortage of choppers. It is obvious that the only way many people can obtain their supply of wood will be to chop it for themselves or find someone to do it for them. Transportation of the wood from the forest to one's home is a difficult problem in some towns.

We believe that both suffering and expense might be minimized by action on the part of cities and towns located in wooded areas. This division has a chairman of Wood Fuel Production in every city and town and these chairmen generally have urged consumers to lay in a stock of wood against emergency. Up to the present time only a very small percentage of individuals have gone out to cut their own wood. This committee has no funds with which to work and it seems advisable to suggest that the cities and towns should do what is possible to help their citizens by adopting a plan which would make it possible for the individual to get in his supply of cordwood.

Each city or town should work out whatever plan may seem most fitting to the individual needs, but we might mention that some plans have been used with success such as the plan in the cities of Berlin and Manchester, New Hampshire which is as follows:

1. A woodlot, as near to town as possible, is located on which any citizen may cut at his convenience.
2. Some department of the town sells him a permit to cut at a set price per cord. (In Berlin, \$1.00 - Manchester, \$2.00) These permits are issued in triplicate; one to the chopper, one to the woodlot owner or operator, and one for the office record.

3. The chopper presents his permit to the ration board which grants him extra gas, if necessary, to go to and from the lot.
4. The town arranges with a reliable operator to haul the wood from the forest to the home of the chopper. (This charge in both Berlin and Manchester is \$6.50 per cord in four-foot lengths) cash for hauling on delivery.
5. If the chopper wants the wood sawed for fireplace or stove, an extra charge of \$2.00 per cord is added. This makes the total outlay for the chopper \$9.50 in Berlin and \$10.50 in Manchester. Since sawed wood retails for \$16.50, the chopper makes \$6 per cord for his labor. The cost of hauling will vary with the distance of the woodlot from town and the amount of effort necessary to get the wood to the roadside.
6. To give this service to the citizens the town assumes no financial responsibility. It merely acts as a go-between in making arrangements with the owner, the operator and the chopper.

A request from you to the citizens to cut their own wood as a safety measure should be influential and do much to relieve future fuel emergencies in your area.

We trust you will give this suggestion early and careful consideration and if you are interested in following such a plan and will communicate with the undersigned, we will be glad to advise you of our committee member in your area whom we feel will be helpful to you in working out your plan.

We hope you will keep us posted of any action which may be taken in your community.

Very truly yours,

Harris A. Reynolds, Director
Wood Fuel Production Division
Emergency Solid Fuels Administration
for the Commonwealth

Harris A. Reynolds, Secretary
Massachusetts Forest & Park Ass'n.
3 Joy Street
Boston, Mass.

Telephone - Lafayette 2715

Massachusetts Committee on Public Safety

18 TREMONT STREET, BOSTON 8

January 3, 1944

To: REGIONAL PROTECTION DIVISION HEADS
CONTROLLERS
CHIEF AIR RAID WARDENS
POLICE CHIEFS
FIRE CHIEFS
REGIONAL CHAIRMEN-DISTRICT CHAIRMEN-CAPTAINS OF MOUNTED CD PATROL
PROTECTION DIVISION CHAIRMEN
GAS OFFICERS (Regional and Local)
BOMB RECONNAISSANCE OFFICERS (Regional and Local)

cc: Regional Administration Division
Regional Directors and Staffs
District Directors
City and Town Chairmen

Subject: MASSACHUSETTS TEST AIR RAID DEMONSTRATION DRILL-January 9th, 1944
(PR-7213)

1. GENERAL INSTRUCTIONS

The details, flight schedules, signals and all other instructions, originally issued in bulletins PR-7207, PR-7208, and PR-7208-A, for the December 12, 1943 mock bombing test will prevail for the forthcoming test, January 9, 1944.

A copy of the flight schedule and Warning Centers and Report Centers activation is enclosed.

2. POSTPONEMENT IN CASE OF BAD WEATHER

This "bombing" exercise will be postponed indefinitely should weather conditions prevent its conduct on January 9th, both due to the uncertainty of winter weather and because the C.A.P. program already includes flights in other parts of New England on January 16th, 23rd, and 30th.

DANIEL NEEDHAM
Director
Protection Division

Approved

J. W. FARLEY
Executive Director

Enclosure

January 3, 1944

(PR-7213)

FLIGHT SCHEDULEAir Raid Signal Periods

	<u>YELLOW</u>	<u>BLUE</u>	<u>RED</u>	<u>BLUE</u>	<u>ALL CLEAR</u>
Entire Region 5	1235	1250	1310	1330	1400

<u>Flight No. 1</u>	<u>ARRIVE</u>	<u>LEAVE</u>	<u>YELLOW</u>	<u>BLUE</u>	<u>RED</u>	<u>BLUE</u>	<u>ALL CLEAR</u>
Brockton	1350	1355	1313	1328	1348	1358	1428
Taunton	1407	1412	1330	1345	1405	1415	1445
New Bedford	1430	1435	1353	1408	1428	1438	1508
Fall River	1445	1450	1408	1423	1443	1453	1523

Flight No. 2

Lynn	1345	1350	1308	1323	1343	1353	1423
Lowell	1415	1420	1338	1353	1413	1423	1453
Lawrence	1430	1435	1353	1408	1428	1438	1508
Haverhill	1440	1445	1403	1418	1438	1448	1518

Flight No. 3

Leominster & Fitchburg	1419	1424	1342	1357	1417	1427	1457
Greenfield	1500	1505	1423	1438	1458	1508	1538
North Adams	1535	1540	1458	1513	1533	1543	1613

Flight No. 4

Framingham	1355	1400	1318	1333	1353	1403	1433
Worcester	1415	1420	1338	1353	1413	1423	1453
Springfield	1500	1505	1423	1438	1458	1508	1538
Pittsfield	1605	1610	1528	1543	1603	1613	1643

WARNING CENTERS TO BE ACTIVATED

Region 1 - Pittsfield and North Adams
 Region 2 - Springfield and Greenfield
 Region 3 - Worcester and Framingham
 Region 4 - Lawrence, Lowell, Salem and
 Haverhill
 Region 5 - Boston, Malden, Newton and
 Quincy
 Region 6 - Brockton
 Region 7 - NONE
 Region 8 - Fall River, Taunton and
 New Bedford
 Region 9 - Fitchburg

REPORT CENTERS TO BE ACTIVATED

Region 1 - Pittsfield and North Adams
 Region 2 - Springfield, West Springfield,
 Chicopee, Holyoke and
 Greenfield
 Region 3 - Worcester and Framingham
 Region 4 - Lawrence, Lowell, Haverhill
 and Lynn
 Region 5 - ENTIRE REGION
 Region 6 - Brockton
 Region 7 - NONE
 Region 8 - Fall River, Taunton and
 New Bedford
 Region 9 - Fitchburg and Leominster



The Commonwealth of Massachusetts

Executive Department

State House, Boston

LEVERETT SALTONSTALL
GOVERNOR

January 10, 1944

Mr. George A. Labarre, Chairman
Southborough Board of Selectmen
Town Hall
Southborough, Mass.

Dear Mr. Chairman:

The Massachusetts Committee on Youth Guidance was appointed by me on November 8, 1943. Its membership includes the head of each department of the Government of the Commonwealth which has any statutory duty toward our children. In this way the facilities of all of the departments and the advice and the suggestions of their members as a team are made available to you in one place.

I urge you to form a similar committee from among your municipal and court officials who have statutory duties regarding youth or who have at their disposal any means which can serve the needs of youth. I feel that, with the official resources of your community available as a team, the efforts of all public as well as private enterprises in the interest of our youth can be better directed.

The man in the street is now keenly aware of the need for concerted action to overcome the bad effects which present conditions are having in our homes and among our youth. The duties of the members of your official family on the committee I have in mind should not increase their labors in these times of manpower shortage. On the contrary, with teaming-up, the members of your official family can make known to one another and to the community at large the problems which this war situation has created. It should result in easing the burdens of all and I have no doubt that such a committee can secure volunteer assistance in the discharge of its duties.

In almost every community some activities in the interest of youth have been started already. You are in a position to make these ever so much more effective than volunteer efforts can hope to be without your help. The committee which I have appointed now stands ready to help your community and, through your committee, the various activities which should now be under way in your community.

A list of the membership and address of the committee which I have appointed is enclosed. I would appreciate it if you would send me a list of the names of the persons whom you appoint and their offices within two weeks from this date if possible in order that your committee may receive all data that is pertinent to this important and difficult problem.

With best wishes for a good year, I am

Sincerely yours,

Leverett Saltonstall

Governor of the Commonwealth

Miss Flora E. Burton, Supervisor, Social Services, Department of Public Welfare, State House, Boston.

Dr. Vlado A. Getting, Commissioner, Department of Public Health, State House, Boston.

Lieut. M. C. Haploch, Headquarters, First Naval District, 150 Causeway Street, Boston 14.

Mrs. Robert F. Herrick, 25 Beacon Street, Boston.

Mr. Reuben L. Iaric, Commissioner, Parole Board, State House, Boston.

Mr. Arthur T. Lyman, Commissioner of Correction, State House, Boston.

Major Glenn W. McDonald, Headquarters, First Service Command, Boston 15.

Judge Kenneth L. Nash, Quincy District Court, Coddington Street, Quincy.

Dr. Clifton T. Perkins, Commissioner, Department of Mental Health, 100 Nashua Street, Boston.

Judge John F. Perkins, Boston Juvenile Court, Court House, Boston

Judge Abraham Pinanski, Superior Court, Court House, Boston.

Lieut. Commander John Riley, Headquarters First Naval District, 150 Causeway Street, Boston 14.

Mr. Arthur G. Rotch, Commissioner, Department of Public Welfare, State House, Boston.

Mr. John F. Stokes, Commissioner, Department of Public Safety, 1010 Commonwealth Avenue, Boston.

Mr. Julius E. Warren, Commissioner, Department of Education, 200 Newbury Street, Boston.

Dr. Miriam Van Waters, Superintendent, Women's Reformatory, Framingham.

Mr. B. Loring Young, Secretary, Board of Probation, Court House, Boston.

Mr. James T. Moriarty, Commissioner of Labor and Industry, State House, Boston.

Massachusetts Committee on Public Safety

18 TREMONT STREET, BOSTON 8

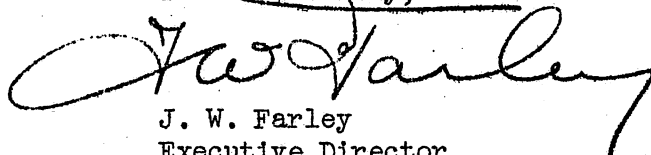
February 9, 1944

To MAYORS and CHAIRMEN OF
- BOARDS OF SELECTMEN

I am sending you herewith a memorandum regarding the war situation which we have issued.

Whether or not you agree with the conclusions indicated, I hope you will find that it may help to clarify some of the matters in which everyone is so greatly interested.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "J. W. Farley".

J. W. Farley
Executive Director

JWF/t

Enclosure

February 17, 1944

His Excellency, Leverett Saltonstall
Governor of the Commonwealth
State House, Boston

Dear Sir:

We have appointed the following persons,
a Committee on Youth Guidance for Southborough:

Mrs. James H. Mayr, Edmund H. Bullard,
Lawrence Ryle, Albert S. Woodward, The Rev. Thomas
J. Price, Mark Corwin, Ralph Clark, Arthur L. Hosmer,
The Rev. William Brewster, James E. Giffin, and
The Rev. Melbourne Baltzer.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.

February 17, 1944

Miss Margaret Oveson
Turnpike Road
Southborough, Mass.

Dear Miss Oveson:

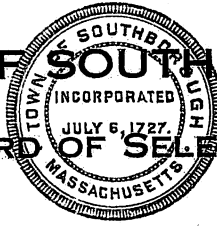
I enclose two more letters received from
Servicemen.

I received a personal card from Lieutenant
Stephen Boutillier, a short while ago, in which he
sends thanks to the Townspeople for his Christmas box.

Yours truly,

Hamilton Armstrong
Clerk, Board of Selectmen.

TOWN OF SOUTHBOROUGH
BOARD OF SELECTMEN



De faure



TREASURY DEPARTMENT

~~WASHINGTON~~

DEFENSE SAVINGS STAFF

WAR FINANCE COMMITTEE
340 MAIN ST., WORCESTER

January 3, 1944

Mr. Hamilton Armstrong,
Southboro, Mass.

Dear Sir:

I wish to thank you for your letter of December 31st suggesting the name of Mr. Percival Gilbert, Deerfield Road, as Chairman of the War Finance Committee for the town of Southboro.

Since talking with you, I understand that Mr. Frank T. Holland has been appointed as Chairman.

Thanking you very much for your interest in the matter, I am,

Very truly yours,

Chester E. Thompson

Regional Manager

CET/h

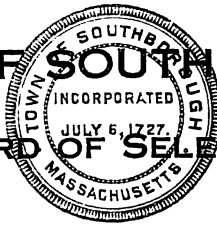


FOR DEFENSE



TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN



COPY

February 17, 1944

Dear Sir:

This is to notify you that you have been appointed to the Southborough Committee on Youth Guidance, formed at the request of His Excellency the Governor of Massachusetts.

Following is a list of those appointed to this committee: Mrs. James M. Marr, Edmund H. Bullard, Lawrence Hyle, Albert S. Woodward, The Rev. Thomas J. Price, Mark Corwin, Ralph H. Clark, Arthur L. Hosmer, The Rev. William Brewster, James E. Giffin, The Rev. Melbourne Baltzer.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.

HEADQUARTERS—21ST INFANTRY
MASSACHUSETTS STATE GUARD
STATE ARMORY
WORCESTER 5, MASSACHUSETTS

SUBJECT: Town of Southboro
TO: Southboro, Mass.

21 June 1944

For the first time since the State Guard was organized three years ago, a summer encampment will be held for all officers and enlisted men according to a statement issued by Brig. Gen. William J. Keville, The Adjutant General. Through the cooperation of the Army, suitable facilities have been made available at South Hingham, Mass. While in camp, all officers and enlisted men will receive special duty pay which amounts to \$1.55 a day for enlisted men, \$2.50 for officers up to Captain and \$4.00 for field officers.

Reason for the camp is the Army's intention to relieve Army security troops in the Atlantic Coast area. This places the burden of State defense upon the State Guard, and the Army feels that field training to supplement the regular weekly drill is necessary.

As many of the State Guardsmen will go to camp at considerable personal sacrifice, may we recommend to your earnest consideration the following plea by his Excellency, Governor Leverett Saltonstall, Commander-in-Chief of the Massachusetts State Guard:

Recd
6/22/44
(122)

"The State Guard has already demonstrated its value in protecting the homes and the lives of the people of the State by helping to fight the recent outbreak of forest fires. In the event of an emergency of an even more dangerous character, every one of us would be thankful that a well-trained State Guard is available to safeguard the peace and security of this area. I therefore urge that all employers cooperate by making time available to their employees to attend camp and by minimizing the financial sacrifice these men must make in order to serve their state and country."


We cannot add anything to this stirring statement of Governor Saltonstall's.

Headquarters and Service Co., 21st Infantry go to the camp July 2 to July 8 inclusive.

21st Infantry, less Headquarters Co., August 6 to August 12 inclusive.

May we second the Governor's appeal with the definite request that you afford the State Guardsmen in your employ the time off for this camp and may we respectfully urge your most serious consideration to making up the difference between their camp pay and regular weekly income that they may not be unduly handicapped financially.

Sincerely yours,


George W. Jones, Col.
M. S. G. - 21st Inf.

June 1, 1944

Mr. K. C. Powning, Vice Pres.
Keebler Manufacturing Co.
Marlborough, Mass.

Dear Sir:

In reply to your letter of May 26, 1944
in regard to our Rehabilitation Committee; kindly
communicate with Mr. James E. Giffin, Chairman,
East Main Street, Southborough.

Yours truly,

BOARD OF SELECTMEN

Walter Armstrong
Clerk.

KOEHLER MANUFACTURING COMPANY, INC.

MARLBORO, MASSACHUSETTS

May 26, 1944

PLEASE REFER REPLY TO

KCP:M

Selectmen's Office
Town Hall
Southboro, Massachusetts

Gentlemen:

We beg to inquire whether or not you have appointed a Rehabilitation Committee primarily for the purpose of placing in a suitable occupation men who have been discharged from our Armed Forces. If so, will you kindly advise us the name, title and address of whom-ever is in charge of this committee, and with whom we should communicate.

Very truly yours,

KOEHLER MANUFACTURING COMPANY

BY: K. C. Powning
K. C. Powning - Vice Pres.

JUN 1 - 1944



THE GENERAL DETROIT CORP.

FORMER NAME THE GENERAL FIRE TRUCK CORP.

MANUFACTURERS OF

Chemical Fire Extinguishers

MOTOR FIRE APPARATUS AND ALLIED PRODUCTS SINCE 1905

GENERAL OFFICES AND FACTORY
2200-2272 EAST JEFFERSON AVENUE
DETROIT, MICHIGAN

May 19, 1944

Hamilton Armstrong,
Clerk-Selectman,
Southboro, Massachusetts.

Gentlemen:

We have your order of May 15th calling for:

1 - No. 537 badge.

Please be advised that we are unable to supply the nickel plated badges for the duration; however, we can supply these in satin silver.

Under the Victory Program we are unable to accept orders for less than \$5.00. It is trusted, however, that with other merchandise you may require at this time your order may be brought up to the minimum amount.

Immediately upon receipt of your order in a larger amount we will do everything possible to expedite delivery.

We are sending you our Buyers Encyclopedia No. 20.

In replying, please refer to Pending File S.

Yours for VICTORY

THE GENERAL DETROIT CORPORATION

M. Mc Connell

M. McConnell, Assistant Sales Manager,
Industrial Division.

MM/me



December 31, 1943

COPY

Mr. Chester E. Thompson
Regional Manager
War Finance Committee
340 Main Street
Worcester, Mass.

Dear Mr. Thompson:

The matter of a Chairman for the 4th War
Loan Drive in Southborough was discussed at our last
meeting, and we wish to suggest Mr. Percival Gilbert
of Deerfoot Road, as we believe him well qualified
for this work.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.



LEVERETT SALTONSTALL
GOVERNOR

The Commonwealth of Massachusetts

Executive Department

State House, Boston

January 5, 1943.

To Mayors of Cities and Chairmen of Boards of Selectmen:

On December 10, 1942 the Commissioner of Public Welfare of the Commonwealth sent a letter to all Boards of Public Welfare and Bureaus of Old Age Assistance, from which I quote as follows:

"The State Department suggests that you actually assist all recipients in converting from oil to coal or other forms of fuel where it is possible, and that you add to the budgets such sums of money as are necessary to accomplish conversion. The State will reimburse its proper share for this expenditure."

Since this time, in order to save thousands of gallons of critically short range oil annually, the City of Boston has started and is now in the midst of a successful program to convert, back to coal, stoves previously changed over to the use of oil for heating and cooking purposes in the homes of Boston's welfare recipients.

This program, besides saving oil, makes it far more certain that those persons on welfare will be kept comfortably warm during the remaining winter months. All fuel experts are agreed that coal or coke will be far easier to obtain in Massachusetts than oil, especially range oil.

So successful and helpful is the Boston conversion effort proving that I am now appealing to all Mayors and Selectmen throughout Massachusetts, who have not done so, to undertake a similar program in their respective communities.

A state-wide undertaking of this type, I am sure, would be a splendid example to the home owner who is endeavoring to determine in his own mind whether or not he should convert his equipment to the use of coal.

The cost of the Boston welfare conversion program is proving relatively small. Even at a time when economy in state and municipal government is definitely essential, money used to convert from oil to coal the ranges in welfare recipients' homes is wisely spent.

Boston has found the necessary grates and other parts readily available. There are numerous distributors throughout Massachusetts who have a supply of such equipment on hand. If you cannot locate a supply of grates in your district, the Regional Office of the War Production Board, 17 Court Street, Boston, or district WPB offices in cities throughout Massachusetts are ready to assist in obtaining the equipment.

I would appreciate periodic reports on any developments in your community in connection with these conversions.

Leverett Saltonstall
Governor of the Commonwealth.

Recd.
Jan. 6/43
(50)

reference

January 5, 1945

The following joint statement regarding the fuel oil crisis was issued today:

The people of Massachusetts must face the fact that the continuing shortage of fuel oil is so acute that many houses and apartments may be unable to obtain the oil necessary to keep these dwellings habitable.

1. First, we want to emphasize that the municipal authorities in every city and town, and every household who is dependent upon oil for fuel, should take every step within their power to meet the situation.

Each municipality can make plans of its own that will help.

Each household must realize, if he cannot convert to coal or otherwise heat his dwelling, that he should arrange for temporary shelter with friends or relatives.

No recommendations from any state authorities can replace individual and local initiative.

2. Every possible step should be taken locally to avoid the necessity of people moving from their houses.

3. When, however, it is necessary for people to move because of lack of fuel, provision must, when necessary, be made so that they will be temporarily sheltered. The determination of when it is necessary to put into effect such arrangements must rest with the mayors and selectmen.

4. The general plan to be followed, in case it is necessary to make provision for people who have to move, is briefly as follows:

(a) Arrangements for temporary shelters in public buildings or in large buildings which can accommodate a number of people have been made by the Evacuation Division of the Committee on Public Safety, and will be opened as necessary.

(b) Arrangements for the personnel to run these shelters and to furnish cots, blankets and food will be made by the Red Cross.

(c) The Public Welfare Department will have representatives at any shelters that are opened and will arrange with the Red Cross as to the expense of food. It will make arrangements for such other relief as may be necessary.

It is expected that the foregoing arrangements will be only for short periods, after which people will be able to return to their homes or make other arrangements.

RECEIVED
1/6/45

5. As indicated in the letter of the Governor, the local Evacuation Officer of the Committee on Public Safety will confer immediately with the municipal authorities in the cities and larger towns where it is most likely that the emergency conditions will be acute, and work out locally details in accordance with this general plan.

6. The State representatives of all agencies concerned have thoroughly agreed on working arrangements as to this plan. The local personnel of each agency are being instructed as to further details.

7. It is the opinion of all concerned that the plans and arrangements, and the shelters and supplies available, are adequate to meet any emergency which is likely to arise.

8. It must be emphasized that these plans will be put into operation only when circumstances clearly demonstrate an actual need to care for people who cannot care for themselves.

THOMAS F. SULLIVAN
Emergency State Conservator

ARTHUR G. ROTCH
Commissioner of Public Welfare

J. W. FARLEY
Executive Director
Massachusetts Committee on Public Safety

MAYO A. SHATTUCK
Director, Evacuation Division
Massachusetts Committee on Public Safety

JOSEPH R. HAMLEN
American Red Cross

refuse

COMMISSION ON ADMINISTRATION AND FINANCE

January 11, 1943.

To all Mayors and Chairmen of Boards of Selectmen:

His Excellency, Governor Leverett Saltonstall, has received the following letter from Leon Henderson, Administrator, Office of Price Administration, Washington, D. C.:

"To make it easier for State and local government agencies to buy new cars, the Office of Price Administration issued Amendment 11 on August 8, 1942. This did two main things: First, it exempted these agencies from all quota restrictions applicable to other purchasers. Secondly, the former requirement that an automobile must have been driven more than 100,000 miles or be a 1937 or older model, was eliminated. The need and adequacy test for these agencies is now the same as it is for individuals.

"The Bureau of Governmental Requirements, War Production Board, through the cooperation of the Council of Governors, the Association of Mayors, and the Association of Sheriffs and Police Chiefs, sent bulletins to all interested agencies. A press release was issued to make public the provisions of the Amendment.

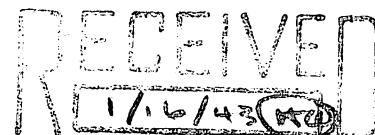
"If State and local government agencies intend to replace or increase equipment, there are good reasons for doing so while the supply of cars is available. As the number of cars decline, the selection of body types is more limited and at the same time prices are rising about 1% each month.

"Many state and local government agencies seem to be unaware of this Amendment. May we urge you again to notify the local government agencies of your state, advising them of this opportunity to replace worn out or obsolete passenger automobile equipment and to purchase additional cars where needed."

Very sincerely,

Paul W. Foster
Paul W. Foster
Chairman.

F/D



Refuse

UNITED STATES CIVIL SERVICE COMMISSION
Office of the Director
FIRST UNITED STATES CIVIL SERVICE REGION
917 Post Office Building, Boston, Massachusetts

Dt:kbr
January 22, 1943

CIRCULAR LETTER NO. 652

TO: Secretaries of Boards of U. S. Civil Service Examiners
Secretaries & Recorders of Labor Boards
Chairman, Board of Selectmen and Similar Local Officials

SUBJECT: Article printed in Boston Globe regarding applicants for Boston Navy Yard.

There is enclosed a copy of an article which was printed in the Boston Globe containing very important information regarding conditions at the Boston Navy Yard.

The Boston Navy Yard at the present time is the one establishment in New England which is most in need of additional employees. As indicated, both skilled and unskilled workers can be utilized. It is respectfully urged that every possible effort be made to disseminate this information where it will attract applicants.

Copies of this article are being sent direct from the District Office to local town officials. Applications may be secured from the Secretary of Board of U. S. Civil Service Examiners at any first or second-class post office or by writing direct to the Recorder of the Labor Board at the Boston Navy Yard.

Although most of the employees at the Boston Navy Yard are employed in metal working trades, persons trained in other trades as well can be employed if willing to accept the positions offered to them and to undergo the necessary period of training in that position. Electricians, both Journeymen and Helpers, are badly needed. Carpenters who can read blueprints are also needed to be trained as Shipfitters.

Very truly yours,

Richard J. Healey
RICHARD J. HEALEY
Acting Regional Director

Enc.



Defense

HEADQUARTERS
704TH MILITARY POLICE BATTALION
BREAKHEART RESERVATION, MELROSE, MASSACHUSETTS

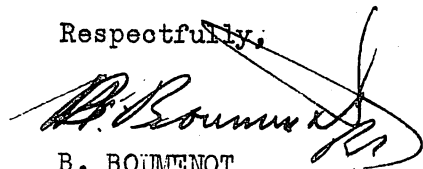
January 28, 1943.

Gentlemen:

Your prompt co-operation in forwarding a map of your community is greatly appreciated.

This map will be very helpful in connection with our military police work.

Respectfully,



B. BOUMENOT
Captain, 704th M.P. Bn.

RECEIVED
2/1/43

Deference

WAR PRODUCTION BOARD
REGIONAL OFFICE (1)
17 COURT STREET
BOSTON, MASS.

OFFICE OF REGIONAL DIRECTOR

February 1, 1943

Board of Selectmen
Southborough
Massachusetts

Attention: Mr. Harry Burnett, Chairman

Gentlemen:

At their annual meeting on January 9, 1943, the Massachusetts Selectmen's Association unanimously passed the following resolution:

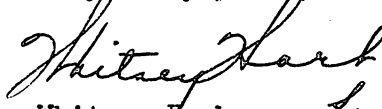
"That the Massachusetts Selectmen's Association request the Governor to issue an executive order, making it possible for the towns to dispose of their typewriters without the vote of a town meeting."

I have since conferred with Governor Saltonstall and found him thoroughly cognizant of the desperate need of typewriters for our armed forces. He expressed the opinion, however, that due to the close proximity of the dates for annual town meetings, the towns should be allowed to vote the necessary authority themselves.

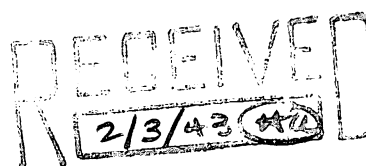
Will you, therefore, please include an article in your town warrant, seeking the authorization necessary for your school board or school superintendent to dispose of all possible standard typewriters to the Army and Navy? If the town warrant is already closed, would you please call a special meeting within the annual town meeting to take up this all important question?

Good standard typewriters are vital to the prosecution of modern mechanized warfare. The War Production Board is confident that the Massachusetts town governments will do everything in their power to bring this horrible war to a successful and speedy conclusion. Your assistance will be greatly appreciated.

Very truly yours,

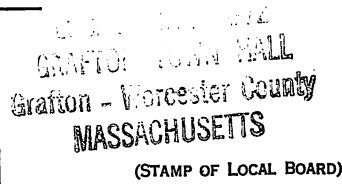


Whitney Harb
Director, Typewriter Procurement Program
New England Region



Deferre

SELECTIVE SERVICE SYSTEM



Feb 3, 1943.

Mr. George A Labarre, Chairman
Board of Selectmen
Southborough, Mass.

Dear Sir;

Concerning your inquiry to this Board, this is to state that all relations are distinctly between the individual selectee and the Local Draft Board. There is no obligation to the town to furnish transportation to the selectee, except as they so desire.

The choice of time of departure and the method of transportation from the Local Board is set by the U.S. Army. The Local Board has no option in the matter. The time for securing physical examinations is set by the Local Board and is usually during the early evening.

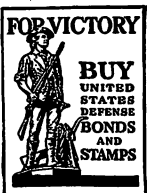
When a selectee is ordered for induction a roll call is held, and if he is absent from this roll call his name is turned over to the Federal District Attorney for prosecution under section 642;1. After this has been done, it is entirely out of the hands of the Local Board.

Hoping this is the information that you wish.

Very truly yours,

Wm. M. Crosby
Wm. M. Crosby
Clerk

WMC;b



Refuse

January 14, 1943

G. J. Cronin
State Mileage Administrator
Room 315, State House
Boston, Massachusetts

Dear Sir:

This is to notify you that at a meeting of the
Southborough Board of Selectmen, held January 3, 1943, Mr.
Arthur L. Hosmer, Selectman, was appointed Local Mileage
Administrator; in accordance with your letter of December
30, 1942.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

BS:HA

Deause

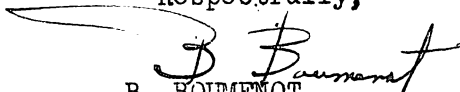
HEADQUARTERS
704th MILITARY POLICE BATTALION
BREAKHEART RESERVATION
MELROSE, MASSACHUSETTS

Gentlemen;

It is requested that you furnish this organization with a copy of
a map of your community.

This map would be used in connection with our Military Police work.

Respectfully,


B. BOUMENOT
Capt., 704th MP. Bn.
S-2

Rec'd

Jan 6/43

(Hed)

De laure

OFFICE OF WAR INFORMATION

WASHINGTON

January 2, 1943

Dear Mr. Mayor:

For several months we have been sending you official war posters as they have been issued. Display of these vital war messages and appeals in prominent locations is an extremely important phase of the total war job.

I am now writing to determine if you have found a use for these posters and if you could profitably use more than a single copy of each. I am also anxious to obtain from you any suggestions for improving our service to you.

Many of the groups who are cooperating with us in this posting job have found that an effective method is to set aside, for the duration, a prominent wall space or outdoor board where two, three, or more of the posters can be displayed at one time. Certain "basic" posters may remain in place for a long time--perhaps permanently. But the others are removed as new ones arrive, and the exhibit becomes thus a constantly changing, constantly provocative medium for bringing the war appeals to the public.

We have found that if some one person is made responsible for maintaining this "duration display panel" the effectiveness of the job is greatly enhanced.

Be assured that we will do everything we can to tie in with any individual ideas on the subject you may have. Our sole wish is to have the right posters displayed as prominently as possible at the times when they will do their specific jobs best.

Sincerely yours,

R. U. Bashor

Richard U. Bashor
Room 2408
1400 Pennsylvania Ave.

P.S.: It will help us immeasurably if you will fill in the enclosed form and return it to me.



FOR

SELECTIVE SERVICE

38 CHAUNCY STREET
BOSTON, MASS.In reply refer to
File No. 342.Defense

November 19, 1943

SUBJECT: STATE REVIEW COMMITTEE

TO: Massachusetts State Departments, County Commissioners,
Mayors and Selectmen

1. His Excellency, the Governor, has appointed a seven-man board, hereinafter referred to as the State Review Committee, to work with the State Selective Service System in order to make the most effective use of manpower by controlling and systematizing the handling of necessary Selective Service deferments of State, County and municipal employees.

2. Appointed by the Governor to serve on this Committee are the following named citizens of the Commonwealth: Chairman, Frederick J. Bradley, Jr., Boston; James H. Lowell, Chestnut Hill; Dr. Clifton T. Perkins, Commissioner, State Department of Mental Health; Paul W. Foster, Chairman, Commission on Administration and Finance; George W. Jones, Worcester County Commissioner; Charles J. Fox, City Auditor, City of Boston and John L. Sullivan, Chief of Police, City of Pittsfield.

3. The function of the State Review Committee will be to coordinate the procedure of handling requests for occupational deferments of State, County and municipal employees to the end that the essential maintenance of orderly government, public health, safety and interest may be preserved and at the same time to insure that any surplus of manpower beyond minimum needs will be furnished to the armed forces.

4. In order that an analysis of manpower requirements may be completed as quickly as possible, the heads of each State department, each county, city and town are respectfully requested to prepare and forward as soon as reasonably possible a list of "key positions" within each department. Generally, the designation of these "key positions" should be limited to positions involving serious difficulty of replacement because of lack of available qualified personnel; positions involving responsible administrative, executive or supervisory experience; positions involving professional or highly specialized qualifications; and positions that require male employees because of peculiar circumstances or requisite physical abilities, including the occupations of police, firemen, prison guards and other comparable occupations wherein replacement within necessary age limits is difficult.

Recd.
11/22/43
Ha

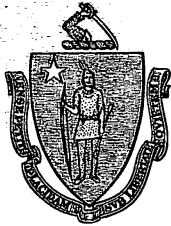
5. In addition, the following information is requested:

- (a) Total normal male employment of each department
- (b) Present number of male employees of each department
- (c) Total number of male employees, ages 18 through 37, in each department
- (d) Of the total number of male employees, ages 18 through 37, how many occupy "key positions" as outlined in paragraph 4, above.

6. The data requested above should be forwarded for the present to: Chairman, State Review Committee, Selective Service State Headquarters, 38 Chauncy Street, Boston, 11, Massachusetts.

Ralph M. Smith

RALPH M. SMITH
Colonel, J.A.G.D.
State Director



The Commonwealth of Massachusetts
Emergency Public Works Commission

20 Somerset St., Boston 8

September 23, 1943

Mr. Arthur L. Hosmer, Chairman
Board of Selectmen
Southborough, Massachusetts

Dear Sir:

Thank you for your reply to our letter of August 10, 1943 regarding post-war public works. We are glad to learn that your community, along with many others, is giving active consideration to the providing of employment for men and women who will be released from the armed forces and from war industry immediately after the war.

We want to emphasize again the importance of having complete plans and specifications, ready to advertise for bids, for a substantial program of worthwhile public works in your community. Unless programs throughout the State are in this advanced stage, serious unemployment will occur causing a sharp rise in welfare costs and seriously affecting the morale of all the people.

The Commonwealth has already provided substantial funds for the preparation of complete plans and specifications, but only for state-owned projects. We are informed that most communities have funds which can be immediately released and used for this purpose, but if such funds have not already been provided in the community, we strongly urge that it be done as soon as possible.

The Commission stands ready to cooperate with you in every way possible.

Will you be good enough, at your earliest convenience, to return to this office the enclosed questionnaire, so that we may complete a survey of the status of post-war public works planning in Massachusetts.

Very truly yours,

Henry Lefavour

HENRY LEFAVOUR
Chairman

THE COMMONWEALTH OF MASSACHUSETTS
EMERGENCY PUBLIC WORKS COMMISSION

Municipal Progress Report

on

Post-war Public Works Program

Municipality _____ Date _____ 194__.

	<u>Number of Projects</u>	<u>Funds Appropriated to Complete Plans and Specifications</u>	<u>Estimated Cost of Projects</u>
Projects for which working plans and specifications are complete.			\$
Projects for which working plans and specifications are partially complete.		\$	\$
Projects under consideration for which no working plans or specifications have been made.		\$	\$
TOTALS		\$	\$

Comments: _____

Signed _____

Title _____

Please return to
Hall Nichols, Executive Secretary
Emergency Public Works Commission
Room 402, 20 Somerset Street
Boston, Massachusetts

THE COMMONWEALTH OF MASSACHUSETTS
EMERGENCY PUBLIC WORKS COMMISSION

Municipal Progress Report

on

Post-war Public Works Program

Municipality _____ Date _____ 194__.

	<u>Number of Projects</u>	<u>Funds Appropriated to Complete Plans and Specifications</u>	<u>Estimated Cost of Projects</u>
Projects for which working plans and specifications are complete.			\$
Projects for which working plans and specifications are partially complete.		\$	\$
Projects under consideration for which no working plans or specifications have been made.		\$	\$
TOTALS		\$	\$

Comments: _____

Signed _____

Title _____

Please return to
Hall Nichols, Executive Secretary
Emergency Public Works Commission.
Room 402, 20 Somerset Street
Boston, Massachusetts



The Commonwealth of Massachusetts

Executive Department

State House, Boston

LEVERETT SALTONSTALL
GOVERNOR

November 2, 1943

Mr. George A. Labarre, Chairman
Board of Selectmen
Southborough, Mass.

Dear Chairman Labarre:

A Civilian Defense organization, and a system of communications to give immediate warning of an emergency or of a threatened attack, were established in this Commonwealth earlier than in any other part of this country.

It is my responsibility, as Chief Executive of the Commonwealth, and that of the Executives of the Committee on Public Safety, to see that our Civilian Defense organization and our warning system be maintained and remain "ready for immediate action" until those charged with the conduct of the war and best informed about the situation which results from it, notify us that this is no longer necessary.

That time has not come.

The President of the United States, in a recent statement said, "I ask continued service and vigilance on the part of air raid wardens and other protective volunteers."

The Commander of the Eastern Defense Area, Lt. Gen. Grunert, who is in charge of all Army forces in the Atlantic States, and the Commander of the Air Forces in that area, Gen. Craigie, have stated, in strong letters of which I enclose copies, that we should continue to maintain our Civilian Defense forces and alarm system in a state of readiness.

The Governors of the New England States at a recent conference unanimously voted, "BE IT RESOLVED that the New England Governors' Conference emphatically believes that Civilian Defense organizations in our states be continued and maintained so as to be prepared and ready for immediate action..."

I am in full agreement with the conclusions above stated.

Accordingly, I wish at this time to request all in our Civilian Defense forces to maintain their organization and remain alert and in

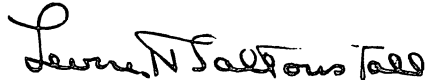
particular to see to it that our Warning Centers, which are the very core of the system of communications necessary to alert promptly our citizens in case of danger, should be constantly manned.

I also request all municipal authorities and officers to do whatever they can to assist our Civilian Defense forces in carrying out the duties above outlined.

I realize that those in our Civilian Defense forces have, at great inconvenience to themselves and with a fine spirit, worked faithfully and as volunteers in carrying out their assignments. I am deeply grateful for their help in meeting the responsibilities which rest upon us all during this war, and I wish, as Governor, on behalf of all the citizens of Massachusetts, to thank those in our Civilian Defense forces for all that they have done at such self-sacrifice.

I know they will carry on. Preparedness is the best way to minimize disaster. Unreadiness is an invitation to our enemies.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Leverett Saltonstall". The signature is written in a cursive, flowing style.

Governor of the Commonwealth

LS/C



ASHLAND, MASSACHUSETTS
FENWAL INCORPORATED

Defense

October 23, 1943

Town Engineers Office

Southboro

Mass.

Gentlemen:

We would like to obtain a copy of a map of your town showing road layout with names of same for use in planning our transportation here in accord with government rules.

If there is a charge for this, you may either send the map to us and we will remit on receipt or you may notify us and we will pay in advance.

Very truly yours,

Frederick B. Fitts

Frederick B. Fitts

Transportation Coordinator

ANSWERED
NOV 3 - 1943


Defense

HEADQUARTERS NEW YORK FIGHTER WING
Office of the Commanding General
P. O. Box 58, Station O
New York 11, New York

22 October 1943

TO: CIVILIAN AIR RAID WARNING DISTRICT PERSONNEL.

1. Effective 6:00 p.m., 4 October 1943, the War Department issued an order curtailing the activities of the Ground Observers, Plotters, Tellers and Filterers in all Information and Filter Centers on the eastern seaboard. This personnel is going on an alert basis, and will be activated for one (1) tour of duty each week.
2. This does not in any way affect the operations of the Civilian Air Raid Warning Service. We will continue as we have in the past. The Civilian Air Raid Warning Section in all Information Centers will be manned around the clock as usual with a full complement. This policy also applies to the Warning Districts and their personnel, as we cannot operate at the Information Centers without the Warning Districts being fully manned at all times. The Civilian Air Raid Warning Service is the only connecting link remaining between the Army and the Civilians, which will operate on a twenty-four (24) hour basis and must be maintained at all costs.
3. The eastern seaboard is now guarded by a mechanical device which is very accurate, and can detect aircraft heading towards our shores.
4. Our function is and will continue to be vitally important to the entire defense set-up of the eastern seaboard. The new plan of Air Defense does not mean that Air Defense is no longer necessary, but means only that there is some retrenchment in our activities consistent with changes of events. The war is not nearly over and we cannot afford to destroy the well organized system which has been of inestimable value; we cannot be complacent for the future.
5. The I Fighter Command is fully aware of your untiring efforts and wishes to commend you for your loyal services you are rendering your country in its time of need. We know we can count on your continued cooperation.


L. C. CRAIGIE,
Brigadier General, U. S. Army,
Commanding.

HEADQUARTERS EASTERN DEFENSE COMMAND
AND FIRST ARMY

OFFICE OF THE COMMANDING GENERAL
GOVERNORS ISLAND, NEW YORK

Defense

21 October 1943.

Mr. Leonard Dreyfuss
Chairman, East Coast Conference
State Defense Directors
114th Infantry Armory
Trenton, New Jersey

Dear Mr. Dreyfuss:

With reference to the lethargy which you informed me you have observed creeping into the civilian protection organizations, it seems to me most regrettable that there should be any let-down in the morale of those who have so generously volunteered their services in these organizations.

I have been deeply impressed, throughout this period of grave peril to our country, by the efforts of those engaged in civilian protection activities for the protection of their loved ones, their homes, and their communities from the horrors, pain and suffering attendant upon air bombardment; efforts made unselfishly and without thought of reward.

It seems to me to be wishful thinking and to show a lack of knowledge and appreciation of our enemy's capabilities for any person to believe that danger is past and that the splendid civilian protection organization so painstakingly built up as a result of hard and unremitting toil and effort can at this stage be discarded as unnecessary.

I feel that the danger is not past and that the need for the civilian protection organization is as great now as ever before. Accordingly, I wish to join in urging that all members of the civilian protection services continue their activities unceasingly so that, should an emergency arise, they may respond and, having responded, will know that they have served their country well.

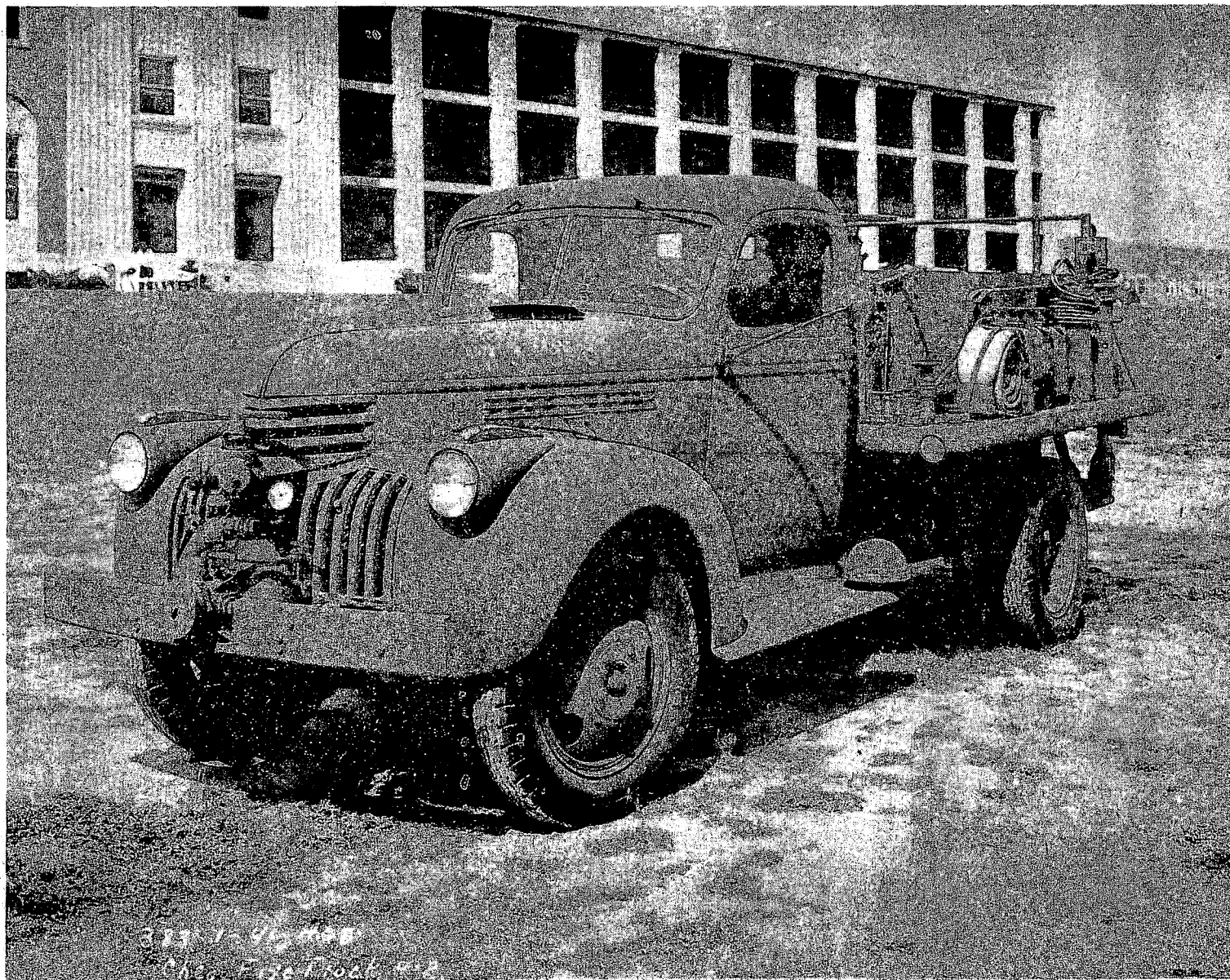
No one but the German High Command knows whether our Eastern Coast will be bombed. It would seem very regrettable and inadvisable to discontinue or make ineffective the fine citizen protection organization in which over three million patriotic Americans have so loyally participated along our Eastern Seaboard.

With kindest personal regards, I am

Very sincerely yours,

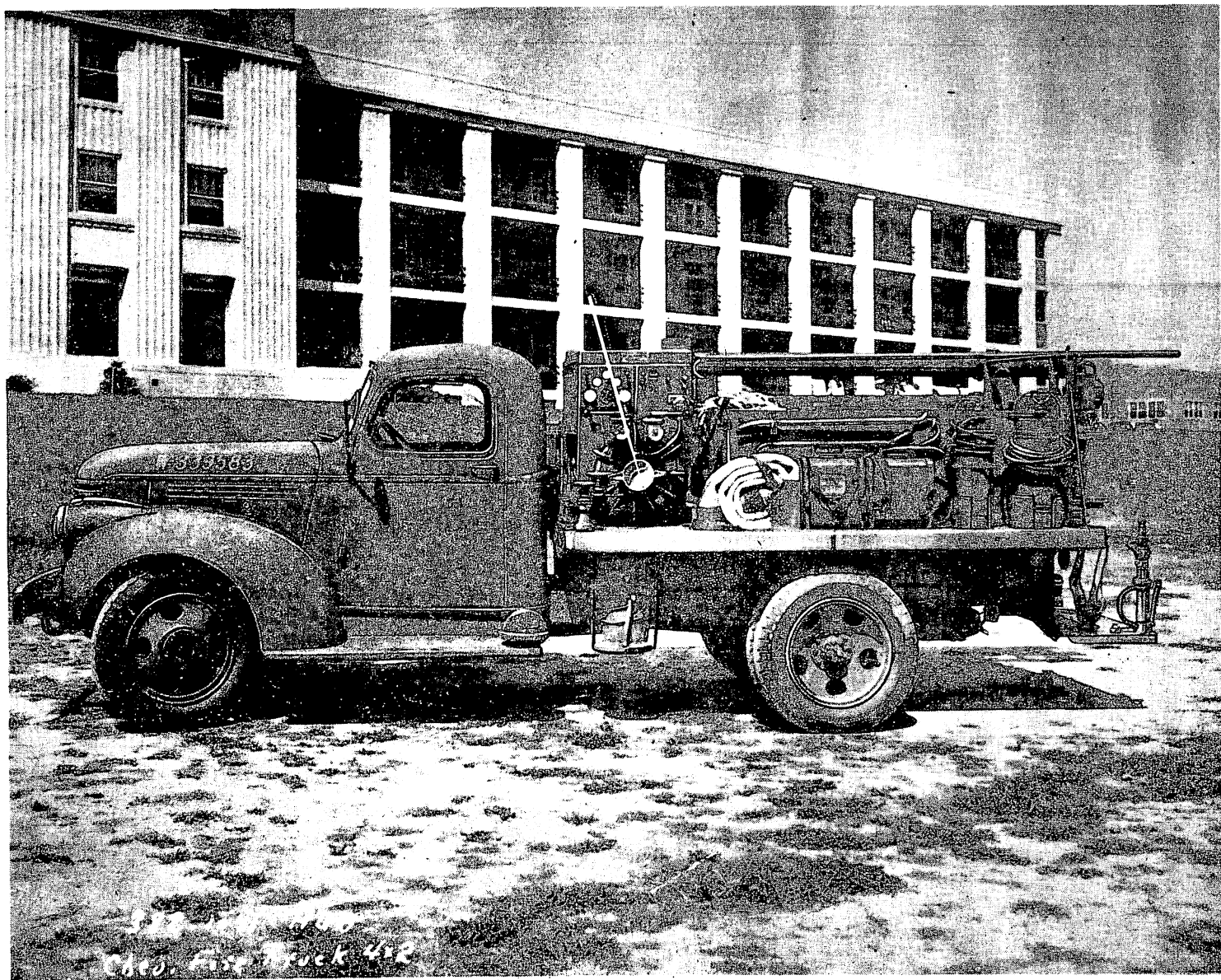
George Grunert

GEORGE GRUNERT,
Lieutenant General, U. S. Army.

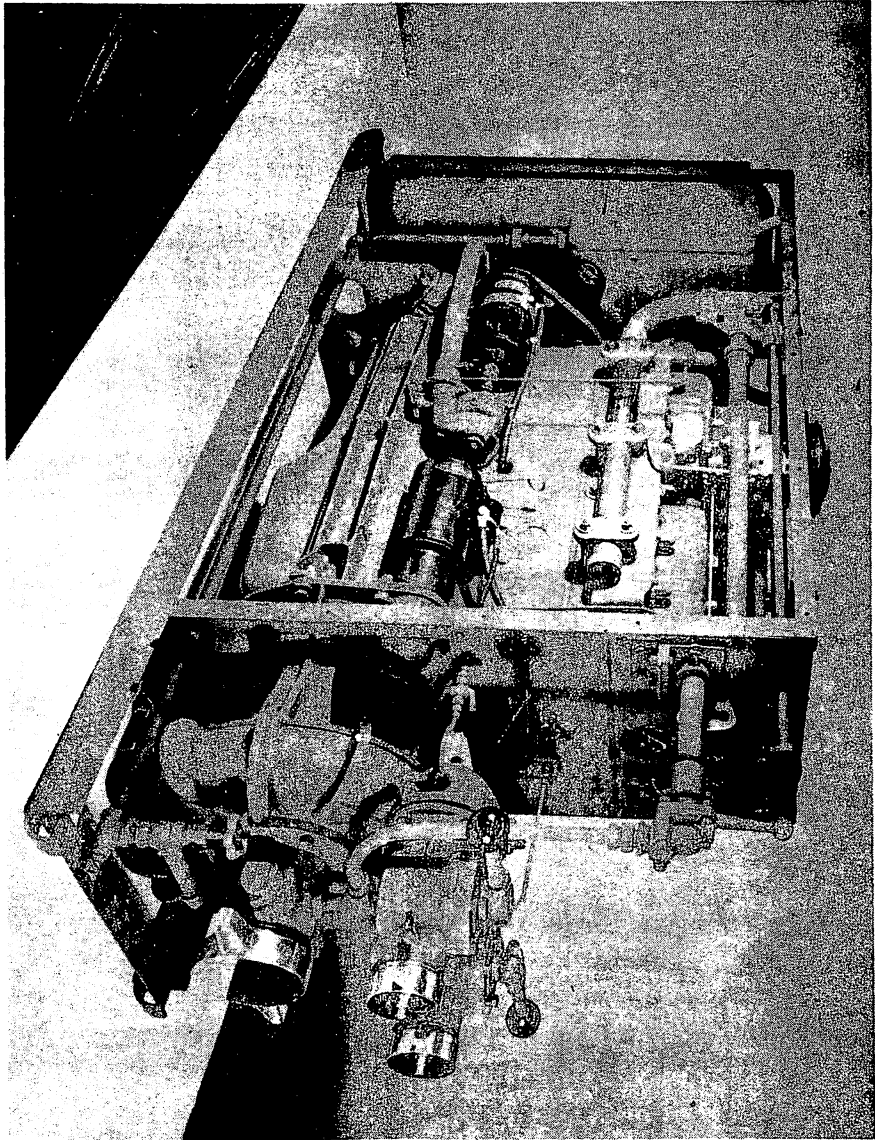


383-1-4/2-492
Chevrolet Fire Truck 492

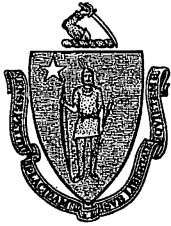
reference



312-1-10-100
Chev. Truck 412







The Commonwealth of Massachusetts
Emergency Public Works Commission

20 Somerset St., Boston 8

September 16, 1943

Mr. George A. Labarre, Chairman
Board of Selectmen
Southborough, Massachusetts

Dear Sir:

On August 11, 1943 we wrote you of the urgency of accelerated action in the preparation of a post-war public works program to provide employment immediately after the war for men and women released from the armed forces and war industry.

We asked that you return to us a brief questionnaire giving the name and membership of the post-war public works committee in your community, and urging your immediate establishment of a committee in the event that none has been organized.

As we have not yet received a reply from your community, we are enclosing another copy of the questionnaire and urge that you have this filled out and returned to this office without delay.

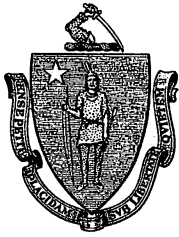
The effectiveness of post-war public works in relieving unemployment depends on concerted action in all communities in having completed plans and specifications for public works ready as soon as the need arises.

If we can assist you in any way in the development of your program, kindly let us know.

Very truly yours,

Henry Lefavour

HENRY LEFAVOUR
Chairman



The Commonwealth of Massachusetts

Emergency Public Works Commission

402
Room 106, 20 Somerset St., Boston

August 11, 1943

Mr. George A. Labarre, Chairman
Board of Selectmen
Southborough, Massachusetts

Dear Mr. Labarre:

Immediately after the war employment must be provided for the men and women released from the armed forces and from war industries.

Private enterprise in Massachusetts is making extensive preparations to meet this problem, and these plans have been greatly stimulated for more than a year by the Committee on Post-war Readjustment appointed by Governor Saltonstall.

It is generally agreed, however, that for a period immediately after the war, private industry, then in the process of re-tooling for peacetime production, cannot provide jobs for these workers. To bridge this gap, employment must be provided by a well planned program of public works.

In his inaugural message to the Legislature last January, the Governor recommended that the Emergency Public Works Commission be authorized to prepare a program of post-war public works to be undertaken by the Commonwealth, with plans and specifications ready to advertise for bids as soon as the need arises. Chapter 517 of the Acts of 1943 authorizes this work and also provides that this Commission, with the chairman of the State Planning Board added to its membership, shall "prepare and maintain current progress information on the design of post-war projects by municipalities of the Commonwealth". The Governor has personally requested the Commission to urge municipalities to have post-war public works ready for immediate construction after the war.

As its first contact with your community, the Commission would like to know if you have organized a post-war public works committee, and would greatly appreciate an early return on the enclosed brief questionnaire. If such a group has not been formed, the Commission urges that you take immediate steps to organize a committee for this work.

Very truly yours,

HENRY LEFAVOUR, Chairman
PAUL W. FOSTER
ELISABETH M. HERLIHY
CHARLES P. HOWARD
EDWARD B. RICHARDSON
ROBERT L. WHIPPLE

Hall Nichols
HALL NICHOLS, Executive Secretary

THE COMMONWEALTH OF MASSACHUSETTS
EMERGENCY PUBLIC WORKS COMMISSION

PRELIMINARY MUNICIPAL REPORT
ON
POST-WAR PUBLIC WORKS PROGRAM

City, Town or County of _____

1. The following named agency has been authorized to proceed with the preparation of a post-war public works program:

2. The members of this agency are:

<u>Name</u>	<u>Official Position</u>	<u>Address</u>
-------------	------------------------------	----------------

3. Further communications to this municipality on post-war public works should be addressed as follows:

Signed _____

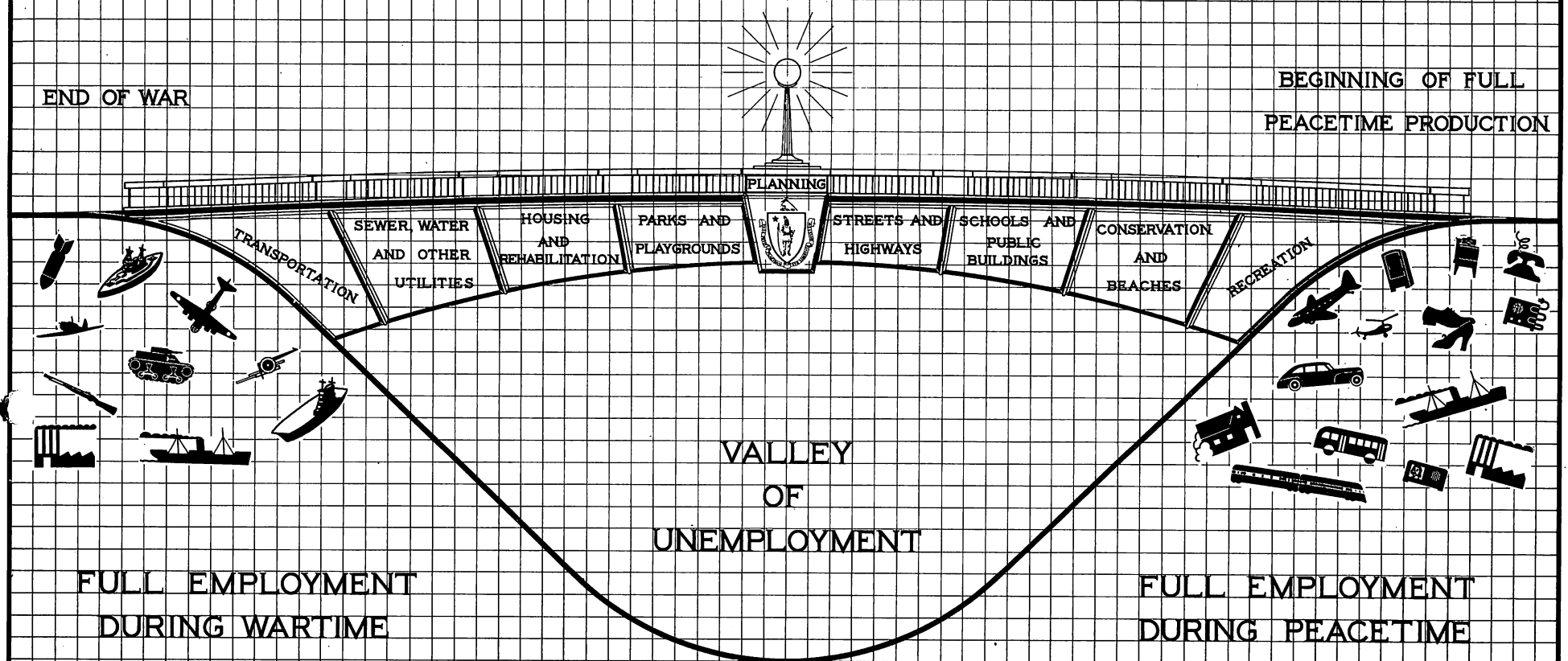
Mayor
or
Chairman, Board of Selectmen or
County Commission

Note: Please address replies to
Hall Nichols, Executive Secretary
Emergency Public Works Commission
Room 402, 20 Somerset Street
Boston, Massachusetts

Date _____

POST-WAR PUBLIC WORKS "BRIDGE"

EMERGENCY PUBLIC WORKS COMMISSION
IN CO-OPERATION WITH
MASSACHUSETTS STATE PLANNING BOARD





The Commonwealth of Massachusetts
Department of
Corporations and Taxation

State House, Boston

July 23, 1943

To Each Mayor, Board of Selectmen, Assessor and Collector:

A certain over-emphasis was made by me in my letter of July 16 to you, relating to the provisions of Chapter 564 of the Acts of 1943, which becomes effective at the termination of the existing states of war.

The necessity for your making definite provisions in your 1944 budgets to take care of the provisions of this bill was pointed out by me. Obviously it would only be necessary to make such provisions if the total war ended within the very near future, and you were satisfied that peace terms would be concluded at once. This is hardly probable, and it would certainly seem that there would be one or more sessions of the Legislature before this bill would become effective. There is, therefore, no necessity for you to worry until some future date.

Please permit me to further say that in connection with this legislation, His Excellency the Governor tried to have this matter referred to a legislative committee and there be given further study, but the Legislature preferred to place this legislation on the statute books to take effect after the termination of the existing states of war.

With every good wish,



Cordially yours,
Wm. F. Long
Commissioner of Corporations and Taxation

DeFeure

OFFICE OF CIVILIAN DEFENSE
17 Court Street
Boston, Massachusetts

INSTRUCTIONS FOR LOCAL OFFICIALS CONCERNING THE LOAN OF CIVILIAN
DEFENSE PROTECTIVE EQUIPMENT

In order that the U. S. Office of Civilian Defense, 17 Court Street, Boston, Massachusetts, may furnish civilian defense protective equipment and supplies to your community, it will be necessary that a local property officer be appointed and that certain forms be executed.

OCD FORM 501

OCD Form 501 entitled "Certificate and Agreement with Respect to Loan by the Office of Civilian Defense of Facilities and Supplies Required for the Protection of Persons and Property Against Bombing Attacks, Sabotage, and Other War Hazards" is to be executed in quadruplicate: the white copy and one blue copy to be returned to the U. S. Regional Office of Civilian Defense, 17 Court Street, Boston, Massachusetts; one blue executed copy to your State Property Officer, Paul W. Foster, Room 307, State House, Boston, Massachusetts; and the fourth blue copy to be retained by the Local Property Officer for his files.

If any item of equipment listed on OCD Form 501 is not needed in your community, it is necessary that the Chief Executive Officer of your community (Mayor, Chairman of the Board of Selectmen, City or Town Manager) eliminate the item from the Form 501, placing his initials along side of the item so eliminated.

No other change on the face of the Form 501 is permitted.

OCD FORM 502

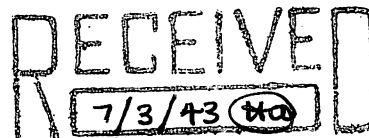
Each OCD Local Property Officer must furnish bond to the Office of Civilian Defense. OCD Form 502 is the bond.

Three executed bonds (Form 502) must be forwarded to the Regional Director, U. S. Office of Civilian Defense, 17 Court Street, Boston, Massachusetts. One copy of the bond is to be retained by the bonding company and the fifth copy is to be retained by the person bonded.

OCD FORM 508

OCD Form 508 is a very important document for the reason that special brackets have to be ordered by the OCD for each front end pump. It is very important, therefore, that the community have a truck with a capacity of at least $1\frac{1}{2}$ tons on which to mount the front end pump. The truck listed on Form 508 for each front mount pump must also be one of the following makes:

(over)



Chevrolet - Model	1936	1937	1938	1939	1940	1941	1942
Edge	1936	1937	1938	1939	1940	1941	1942
Ford	1936		1938	1939	1940	1941	1942
G.M.C.		1937	1938	1939			
International Harvester		1937	1938	1939	1940	1941	1942

No other trucks will be accepted for the mounting of a front end pump. (This table does not apply for the use of child seat pumps or trailers.)

SHIPPING MAIL CARD - OGD FORM 512

Enclosed is a card on which the Local Property Officer must indicate his mailing address for first-class letters and also the shipping address to which OGD equipment is to be sent. The Local Property Officer must sign this card in ink and return it to the U. S. Regional Director, Office of Civilian Defense, 17 Court Street, Boston, Massachusetts.

Local Communities will save themselves shipping charges if this card is promptly filled out now.

The required forms should be completed at the earliest possible date. The shipment of material to your community depends much upon the prompt return of the enclosed forms. For this reason it is important that you take immediate action and return the forms to Joseph M. Loughlin, U. S. Regional Director, Office of Civilian Defense, 17 Court Street, Boston, Massachusetts.

Defense

June 29, 1943

Hamilton Armstrong
East Main Street
Southborough, Mass.

Dear Sir:

This is to notify you that at a meeting
of the Board of Selectmen held June 18, 1943, you
were appointed Chairman of the Southborough Committee
on Public Safety to fill the vacancy caused by the
resignation of Mr. Phillips D. Jones.

Yours truly,

BOARD OF SELECTMEN

By: Hamilton Armstrong
Clerk.

BS:NA

Copy: Town Clerk. ✓

defense

June 12, 1943

Massachusetts Committee
on Public Safety
18 Tremont Street
Boston, Massachusetts

Gentlemen:

This is to notify you that we have this
day appointed Hamilton Armstrong, East Main Street,
Southborough, Chairman of the Southborough Committee
on Public Safety, to fill the vacancy caused by the
resignation of Mr. Phillips D. Jones.

Kindly forward all correspondence concerning
Civilian Defense to Mr. Armstrong; P. O. Box #1
Southborough, Mass.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.

H:H

Deferre

June 18, 1943

Massachusetts Committee
on Public Safety
44 Portland Street
Worcester, Mass.

Gentlemen;

This is to notify you that we have this day appointed Hamilton Armstrong, East Main Street, Southborough, Chairman of the Southborough Committee on Public Safety, to fill the vacancy caused by the resignation of Mr. Phillips D. Jones.

Kindly forward all correspondence to Mr. Armstrong; P. O. Box #1, Southborough, Mass.

Yours truly,

BOARD OF SELECTMEN

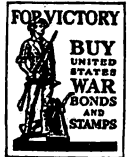
By: *Hamilton Armstrong*
Clerk.

H:H



Defense

TREASURY DEPARTMENT
WAR SAVINGS STAFF



OFFICE OF STATE ADMINISTRATOR

June 9, 1943

75 MILK STREET,
BOSTON, MASS.

Mr. George A. Labarre, Chairman
Board of Selectmen
Southborough, Massachusetts

Dear Mr. Labarre:

Every community in Massachusetts, large and small, should have a War Savings Committee. Your town is without such representation.

As the first step in organization, your cooperation is requested to make a selection of an active and civic-minded citizen, man or woman, who will serve as the Chairman of and organize a War Savings Committee. Lack of personnel prevents this office from canvassing each town and securing such a person. In any event, the possibilities in this respect are much better known by the officials of the town.

Inasmuch as the continued sale in increased volume of War Bonds is so important as related to the war effort and the fiscal stability of the nation, the establishment of a War Savings Committee to assist in bringing this about is a matter of prime importance.

Your cooperation in promptly interviewing persons likely to be interested in serving this capacity and selecting one to be named by this office as Chairman will be appreciated. It is essential that the assent of the persons selected be first secured before forwarding the name and address here.

Yours sincerely,

Daniel J. Doherty
Daniel J. Doherty
Administrator

DJD:T
Enclosure

W. E. F. A. S. E.

May 11, 1943

Mr. Phillips D. Jones
Chairman, Committee on Public Safety
Southborough, Massachusetts

Dear Mr. Jones:

Your resignation as Chairman of the Committee on
Public Safety was presented at our meeting of May 7th.

As it was impossible to take any action at that
time, we would appreciate it if you would remain in office
until our next regular meeting, May 21, 1943.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

BS:HA

Refuse

WAR PRODUCTION BOARD
REGIONAL OFFICE (1)
17 COURT STREET
BOSTON, MASS.

OFFICE OF REGIONAL DIRECTOR

May 4, 1943

To All Mayors and Chairmen of Boards of Selectmen:

Last week you received from George J. Gronin, Acting Chairman of the Commonwealth's Commission on Administration and Finance a communication concerning the new power given to you by Chapter 214 of the Acts of 1943 of the Commonwealth of Massachusetts which permits you, during the present emergency, to "exchange, loan, or sell publicly-owned personal property to the United States government for use in the prosecution of the war."

Although general in context and broad in scope (to cover future potential emergencies), Chapter 214 has one specific and immediate purpose. That purpose is to permit you, personally, to put your community on the honor roll of cities and towns that have sold their share of typewriters to the government for use by our Armed Forces.

There is no need to go into the details of the desperate and appalling need of our Army and Navy for typewriters. Admiral E. J. King, General Brehon Somervell, Governor Leverett Saltonstall, and Donald Nelson, Chairman of the War Production Board, have time and again stated the need far better than I possibly could.

The time for immediate action is here. Chapter 214 permits you to take this immediate action - without your help our goal of 600,000 typewriters for Army-Navy use cannot be attained.

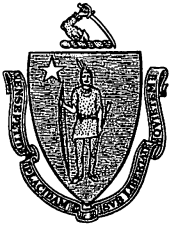
We ask you - in the name of every American boy now fighting for our country - to sell at least one out of every five typewriters owned by your municipality - in offices and schools - to our appointed agents. Money is not important when you consider the need and purpose of this nation-wide drive - but you will receive more than the regular trade-in allowance for the machines you release.

In view of the need, and the responsibility entrusted to us, we request that you communicate with us today and advise (1) the number of typewriters owned by your municipality, and (2) the number you will sell. We will then cooperate with you at once in this matter vital to the success of our military operations.

Sincerely yours,

Whitney Harb.

Whitney Harb, Staff Assistant on
Special Projects

Refuse

The Commonwealth of Massachusetts
Commission on
Administration and Finance
State House, Boston

April 29, 1943.

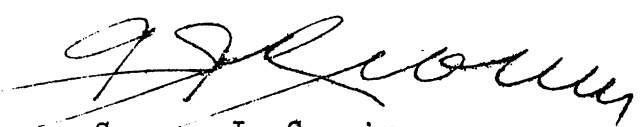
To all Mayors and Chairmen of Boards of Selectmen:

Governor Saltonstall signed today Chapter 214 of the Acts of 1943, an Act authorizing State, County, Municipal and Town Officers, during the present emergency, to exchange, loan or sell publicly-owned personal property for use by the United States government in the prosecution of the war.

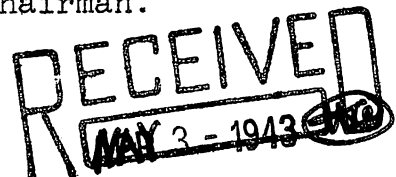
There is an urgent need for typewriters for the Armed Forces and the War Production Board is anxious that a large number of machines be turned over at the earliest possible moment. The Act which the Governor signed this morning allows typewriters to be sold.

The Commonwealth is cooperating with the War Production Board and will sell a large number of state-owned typewriters to authorized dealers so that our men in the fighting services may have proper equipment.

Very sincerely,


George J. Cronin
Acting Chairman.

GJC/D



refuse

April 19, 1943

Mr. Lawrence J. Bresnahan
State Director
Office of Price Administration
10 Post Office Square
Boston, Massachusetts

Dear Sir:

copy
This is to notify you that at a meeting
of the Board of Selectmen held April 16, 1943, we
appointed, subject to your approval; Mr. Frederick
E. Porter of Oak Hill Road, Fayville, a member of the
Southborough Rationing Board.

Yours truly,

BOARD OF SELECTMEN

By: Hamilton Armstrong
Clerk.

Hjh

Refuse
WAF:mlg:hfb

WAR MANPOWER COMMISSION
Office of the Regional Director
10 Post Office Square
Boston, Massachusetts

April 16, 1943

Appointing Officers of
State, City and Local
Governments

Dear Sir:

As Regional Chief of Governmental Employment of the War Manpower Commission, I have been assigned the function and responsibility of taking all possible steps within the Region in the direction of securing the cooperation of state and local governments in carrying out the policies, directives, regulations, and standards relating to manpower which are established by the War Manpower Commission.

Recently the First U. S. Civil Service Region issued instructions to all federal appointing officers advising them that a statement of availability would be required before appointment could be made in the Federal Government of any person engaged in any work on a farm. For your information a copy of the instructions sent to federal appointing officers is attached.

In accordance with overall War Manpower policies, both for Government and private industry, in the best interests of the war program it would be appreciated, therefore, if you would cooperate in this plan by informing all of your appointing officers that they should not hire any dairy, livestock or poultry farm worker or operator without obtaining a certificate of availability from the U. S. Employment Service and they should not hire any worker employed on all other farms unless a statement of availability has been obtained from the employer, an authorized representative of the U. S. Department of Agriculture State or County War Board or from a representative of the War Manpower Commission.

Of course it is recognized that the War Manpower Commission and the Civil Service Commission have no jurisdiction over appointments in state and local governmental units. However, in order that this program may be entirely effective in all governmental activities, including local, state and federal, your voluntary cooperation in this matter is earnestly solicited.

Sincerely yours,

William A. Foley
WILLIAM A. FOLEY
Regional Chief,
Governmental Employment

Enclosure

RECEIVED
APR 20 1943

UNITED STATES CIVIL SERVICE COMMISSION
Office of the Director
FIRST UNITED STATES CIVIL SERVICE REGION
917 Post Office Building, Boston, Massachusetts

File WAF:mlg

April 16, 1943

CIRCULAR LETTER NO. 682

RATING BOARD CIRCULAR LETTER NO. 457

(Based on Commission's C.L. 3981)

TO: Recorders and Secretaries of Rating Boards
Secretaries of Boards at Employment Offices
Nominating and Appointing Officers
Postmasters, First and Second-Class Post Offices (Thru
Secretaries, Boards of U. S. Civil Service Examiners)

SUBJECT: Statements of availability required before appointment of any
person engaged in any work on a farm.

For purposes of appointment in the Federal service for all persons regardless of sex or age engaged in any work on a farm, a statement of availability must be secured. In some instances, as outlined below, this statement of availability will be secured from an authorized representative of the United States Employment Service of the War Manpower Commission and in others from the employer or an authorized representative of U. S. Department of Agriculture State or County War Boards.

The determination as to the essentiality of any farm worker will not be the responsibility of the representatives of the Civil Service Commission, but will rest with the authorized representatives of either the War Manpower Commission, or the U. S. Department of Agriculture State or County War Board.

I. Dairy, Livestock and Poultry Farms.

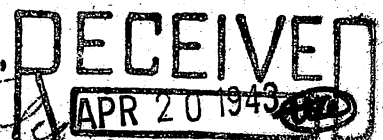
Circular Letter No. 629 of November 23, 1942, dealing with employment stabilization of dairy, livestock and poultry farms, has the current effect of requiring that a statement of availability be obtained from an authorized representative of the United States Employment Service of the War Manpower Commission before any dairy, livestock or poultry farm worker or operator can be hired or solicited for the purpose of hiring. The provisions of Circular Letter No. 629 remain in effect with respect to dairy, livestock and poultry farm workers or operators.

II. All Other Farms.

Effective immediately, before an appointment of any worker on a farm not classed as a dairy, livestock or poultry farm, may be made in the Federal Service, a statement of availability must be obtained from the employer, an authorized representative of an Agriculture State or County War Board, or from a representative of the War Manpower Commission.

Very truly yours,

Wm A Foley
WILLIAM A. FOLEY
Regional Director



ARTICLE TO ASSOCIATED INDUSTRIES MAGAZINE AND
THE NEW ENGLAND COUNCIL NEWS LETTER

The conduct of a "total war" by the United States since December 7, 1941, has developed over the past several months to a point at which the demand upon the manpower of the Nation, both by industry and the armed forces, have reached tremendous proportions. The constant and ever increasing conversion of peace time industry to war production and the vitally necessary expansion of the armed forces has caused a serious drain upon the resources of manpower available throughout the United States. It is a mistake, however, to consider the needs of industry and the needs of the armed forces for manpower as a kind of large scale "competition" for manpower resources. Rather, industry must of necessity recognize that first and foremost the armed forces of the United States must be made adequate to meet the large military demands placed upon this Nation, and that the processes of production must be organized and reorganized within the framework of a set of circumstances which leads to the constant decrease in the available labor supply which is made up of virile young men in the lower age brackets who, without question, must be made available to the armed forces. The maintenance of high rates of productivity and increasing total production is, admittedly, made increasingly difficult under such circumstances, but it is the problem in the organization of production which challenges American industry today. The loss of many experienced men, the loss of younger men after short periods of employment, the necessity for constant increase in on-the-job and in-the-plant training, the expansion in the progress of job breakdown and the use of women, and the replacement of younger workers

by those in age groups beyond military service age, are all problems which must be met fully and squarely by the ingenuity and management skill of industry throughout the Nation.

Recent checks made by Massachusetts Selective Service Headquarters show that industry in many cases has lost sight of these facts, and it therefore seems appropriate at this time to reiterate the basic purpose of Selective Service: "To secure an orderly, just and democratic method whereby the military manpower of the United States may be available for training and service in the land and naval forces of the United States as provided by Congress, with the least possible disruption of the social and economic life of the Nation."

Consistent with this basic policy, the Selective Service System has made provision for short-time occupational deferments in order to aid industry in adjusting its production organization to meet the conditions of such tremendous demands upon the manpower of the Nation. It must be emphasized, however, that occupational deferments may be considered only as a loan of a particular registrant to industry for a short period of time, because the industrial situation seems to warrant that loan. That industry has not fully recognized the limited aspects of occupational deferments is indicated by the following tendencies which are revealed from an analysis of requests for occupational deferments and appeals to the appeal boards and local boards in the Massachusetts Selective Service System:

1. Many cases of deferment are requested for men 21 to 25 years of age who have extremely limited educational or work histories.

2. Many cases of renewed deferments are being asked for these men, without any effort having been made on the part of industry to replace them at the expiration of their original deferment period.

3. Many industries today do not know the status of their employees in so far as the employees' liability for Selective Service induction is concerned.

4. Many industries wait until a key employee or "necessary man" is called for induction before filing a request for occupational deferment, causing local boards throughout the State, as well as State Headquarters, a considerable amount of unnecessary work in checking these late requests for occupational deferment. (Only in extremely urgent and critical occupational cases will such requests for deferment be granted.)

5. Many industries are still training young men who are potential I-A material, rather than reorganizing their training program to provide for training older workers, physically handicapped persons, and women.

Industry can and must correct these practices. The following procedures are suggested:

1. By refusing to ask local boards for deferments on men in the lower age brackets unless absolutely necessary, and by considering the educational and work history of the registrant and recruiting replacements for these young men on the basis that among such young employees, a very high rate of labor turnover must be expected. Convenience to the employer must be put aside with the recognition that replacement is necessary.

2. By considering that all occupational deferments

are for purposes of providing a period for replacement and training. It has been noted that full six months' deferments are being asked by the major portion of the cases reviewed, whereas a short deferment period oftentimes would be sufficient for replacement.

3. By refusing to ask for a stay of induction for employees who have been negligent in reporting their Selective Service status and who have received orders to report for induction from their local boards.

4. By keeping an accurate file on the status of every key employee and by issuing the request for occupational deferment early enough for local boards to consider the full facts in the case. Do not allow the appeal time to expire before placing an appeal before the appeal board from a classification by the local board. Ten days are allocated for such appeals from the time the notice of classification is received. Thereafter, a local board, according to regulations, cannot accept the appeal.

5. By not requesting last-minute stays of induction. Through a proper survey of personnel and by careful planning for replacement in advance, requests for stays of induction can be avoided.

6. By hiring people above the age of 45, people with physical handicaps, and above all, the full utilization of women in all possible positions. Job breakdowns to utilize people of lesser skill, and the full use of up-grading of competent employees may solve many industrial manpower problems. Utilize to the fullest extent the training-within-industry program, and, above all, register all current and future labor needs with the United States Employment

Service offices.

As the war continues, industry must accept the fact that future demands for men for the armed forces will be greater, and the supply of workers within military age will constantly become smaller. To achieve the greatest possible degree of efficiency, and the full utilization of the manpower of the Nation, these facts must be recognized and the cooperation of industry must be forthcoming. The task of the distribution of manpower is not an easy one, but American industry, in cooperation with the armed forces, can, when fully aware of the extent of this problem, bring the full force of American manpower to bear on this total war effort.

ROY C. CHARRON
Lt. Col., C.W.S.
Liaison Officer, SOS
First Region

DeCourse

OFFICE OF PRICE ADMINISTRATION
Rationing Board #283,
Southborough, Massachusetts

IN REPLY REFER TO:

April 13, 1943

Board of Selectmen,
Southborough,
Massachusetts

Gentlemen:

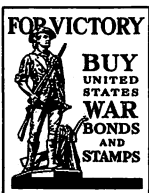
The Office For Emergency Management has requested that the enclosed agreement be signed by the Town of Southborough for the use of the space occupied by the Rationing Board. I have filled in this agreement as I understand the conditions to be. I left blank the requested information in Item 1 which calls for the date of occupancy. I have not this date but assume the Selectmens records show when the Ration Board was first appointed.

If you will kindly give me this information also advise if this agreement is filled out correctly if not advise of the proper manner and I will have the necessary changes made and return to you, also two (2) additional copies for signature as requested by the Office for Emergency Management.

Very truly yours,

James E. D'Leary
Chairman

JE0'L/L



Reed
4/14/43
HCO

Office for Emergency Management
Central Administrative Services
17 Court Street
Boston, Massachusetts

Gentlemen:

Whereas the ^{Town} ~~City~~ of Southbore in Worcester County of the State of Massachusetts is the owner of certain premises located at Common Street _____, which the Town of Southborough is willing for the United States Government, Office for Emergency Management to use, and,

Whereas, the United States Government, Office for Emergency Management, in the conduct of certain of its operations, needs space located within the Town of Southborough, Worcester County, State of Massachusetts, ^{City}

Now, therefore, the ^{Town} ~~City~~ of Southborough in Worcester County of the State of Massachusetts, will permit the United States Government, Office for Emergency Management to use the following described premises on the following terms and conditions

- (1) That the following described premises may be used from the _____ day of _____, 19 __, for the duration of the war effort in which the United States Government is now engaged, and for six months thereafter.
- (2) That the following legally described premises comprise 850 number of square feet.

- (3) That the occupancy of these premises shall be free of charge to the United States Government, except as herein provided.
- (4) That the following Utility services are included in the offer of this space:

Electric Lighting Service-Telephone and Water

and that the following Utility services are not included in the offer of this space:

None

- (5) That responsibility for limitations on alterations, repairs, and improvements shall be as follows: Alterations, repairs and improvements for the proper operation of the Rationing Board also includes services of janitor.

(6) That the special conditions under which this offer is made are as follows: None

Will you kindly advise us concerning whether or not the United States Government, Office for Emergency Management, will accept the offer of the use of this space under the terms and conditions expressed above.

Very truly yours,

By _____

refuse

March 15, 1943

Desk Clearing House
78 Pearl Street
Boston, Massachusetts

Gentlemen:

Please furnish the Southborough Rationing Board with the following:

One, S. H. 72" Oak Table	\$ 24.50
One, S. H. 48" Oak Table	16.50
One, S. H. 60" Oak Table	18.50
One, S. H. Green Transfer Case with lock	
and keys	4.00
Total, \$	<u>63.50</u>

Sincerely,

JAMES E. O'LEARY

Chairman, Rationing Board.

JEO:HA

March 13, 1943

Mr. Chester C. Gray
Oak Hill Road
Fayville, Mass.

Dear Mr. Gray:

At a meeting of the Board of Selectmen held
March 5, 1943, a vote of thanks was extended you for your
services to the Town of Southborough and the Board of
Selectmen while serving on the Southborough Rationing
Board.

Such valuable community service is greatly
appreciated.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

BS:HA

March 13, 1943

Mr. Chester C. Gray
Oak Hill Road
Fayville, Mass.

Dear Mr. Gray:

At a meeting of the Board of Selectmen held
March 5, 1943, a vote fo

C O P Y

refuse

OFFICE OF PRICE ADMINISTRATION
OFFICE OF THE STATE DIRECTOR
10 Post Office Square
BOSTON, MASS.

IN REPLY REFER TO:

March 6, 1943

Copy Retained for our Files

Mr. Chester C. Gray, Chairman
War Price and Rationing Board #283
Town Hall
Southborough, Mass.

Dear Mr. Gray:

This will acknowledge with regret your resignation as Chairman and member of the Southborough War Price and Rationing Board #283.

Our observation in the State Office is that you have performed a fine contribution to the public welfare of your community, during this emergency, and we note that you would be glad to continue, if the pressure of business would permit.

I want you to know that it has been a pleasure working with you, as your board has always been very cooperative.

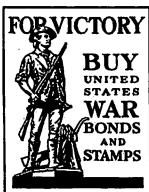
Please contact the Board of Selectmen and the War Price and Rationing Board and have them send in a panel of names, in order that we may chose your successor. ✓

May I take this opportunity to wish you continued success and good health in the future.

Very truly yours

(Signed) L. J. Bresnahan

Lawrence J. Bresnahan
State Director



C O P Y

OFFICE OF PRICE ADMINISTRATION

IN REPLY REFER TO:

Southborough, Mass.
March 2, 1943

Mr. Lawrence J. Bresnahan
State Director
Office of Price Administration
10 Post Office Square
Boston, Massachusetts

Dear Mr. Bresnahan:

The time has come when I find it necessary to tender you my resignation as Chairman and member of the Southborough War Price and Rationing Board #283.

It is with regret that I take this action as I have thoroughly enjoyed being a member of the Board since the beginning of rationing. It has been my privilege and pleasure to work under three State Directors, Thomas Joyce, Henry Parkman, Jr., and yourself, and I want you to know that I appreciate the fine co-operation that has been extended to our Board and to me personally at all times. Our Board has functioned since the beginning without any friction and at the present time I feel it is well organized to carry on in a most efficient manner.

It is due to pressure in my business and personal affairs that I am asking you to kindly take prompt action in accepting this resignation.

With kindest regards and wishing you a very successful administration, I am

Sincerely yours,

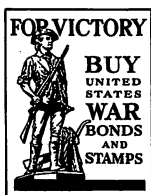
(Signed) Chester C. Gray

CCG:HG
Copy to -

George A. Labarre
Chairman
Board of Selectmen
Southborough, Mass.

CHAIRMAN

(Home address)
Oak Hill Road
Fayville, Mass.



Deferre

OFFICE OF PRICE ADMINISTRATION

IN REPLY REFER TO:

Southborough, Mass.
March 2, 1943

Mr. Lawrence J. Bresnahan
State Director
Office of Price Administration
10 Post Office Square
Boston, Massachusetts

Dear Mr. Bresnahan:

The time has come when I find it necessary to tender you my resignation as Chairman and member of the Southborough War Price and Rationing Board #283.

It is with regret that I take this action as I have thoroughly enjoyed being a member of the Board since the beginning of rationing. It has been my privilege and pleasure to work under three State Directors, Thomas Joyce, Henry Parkman, Jr., and yourself, and I want you to know that I appreciate the fine co-operation that has been extended to our Board and to me personally at all times. Our Board has functioned since the beginning without any friction and at the present time I feel it is well organized to carry on in a most efficient manner.

It is due to pressure in my business and personal affairs that I am asking you to kindly take prompt action in accepting this resignation.

With kindest regards and wishing you a very successful administration, I am

Sincerely yours,

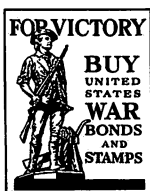
Chester Gray

CHAIRMAN

(Home address)
Oak Hill Road
Fayville, Mass.

CCG:HG
Copy to -

George A. Labarre ✓
Chairman
Board of Selectmen
Southborough, Mass.



WAR PRODUCTION BOARD

PART 1075—CONSTRUCTION

[Conservation Order L-41, as Amended
Feb. 18, 1943]

Conservation Order L-41 as heretofore amended is hereby amended to read as follows:

§ 1075.1 *Conservation Order L-41—*
(a) *Definitions.* For the purpose of this order:

(1) "Person" means any individual, partnership, association, business trust, corporation, governmental corporation or agency, or any organized group of persons, whether incorporated or not.

(2) "Construction" means the erection, construction, reconstruction, restoration, or remodeling of any structure or project, or additions thereto or extensions or alterations thereof, but not including:

(i) "Maintenance and repair" as defined in paragraph (a) (12);

(ii) The excavation or other movement of earth where no material except earth or other unprocessed material is to be incorporated.

(3) "Residential construction" means any construction where the principal designed function of the structure or project is or will be to provide living space or accommodations.

(4) "Multiple residential construction" means any residential construction where the principal designed function of the structure or project is or will be to provide living space or accommodations for six or more families, or which is divided or to be divided into six or more suites.

(5) "Agricultural construction" means any construction, (other than residential construction), where the principal designed function of the structure or project is or will be the production of agricultural products including, but not limited to, those produced by farmers, planters, ranchmen, dairymen, poultrymen, or nut or fruit growers.

(6) "Industrial construction" means any construction where the principal designed function of the structure or project is or will be the manufacture, processing or assembling of goods or materials.

(7) "Other restricted construction" means any construction, other than residential, multiple residential, agricultural, or industrial construction, including, but not limited to, commercial, highway, roadway, sub-surface, railroad, and

utilities construction, whether publicly or privately financed.

(8) "Project" means all separate structures or units of construction situated in close proximity to each other and integrated to serve a single general use; it does not mean a particular construction operation or job. In no case shall a single structure or unit of construction be subdivided into more than one project for the purpose of this order.

(9) "Begin construction" means to initiate construction, or to resume construction which has not been carried on as one continuous construction job, by physically incorporating or installing into a structure or project on the site, material which is to be an integral part of the structure or project.

(10) "Cost" shall be the sum of the total cost or value, whichever is higher, of the following (except as qualified in (a) (11) below):

(i) Material which is to be an integral part of the structure or project, including articles, chattels, or fixtures which are to be physically incorporated in and used as a part of the structure or project, or are to be so substantially affixed thereto that they cannot be detached without materially injuring them or the structure or project;

(ii) Labor engaged in the construction;

(iii) Architects', engineers' and contractors' services.

(11) "Cost" does not include the following:

(i) The value of used material, articles, chattels or fixtures which have been severed from the same or another structure or project and are to be used without change in ownership, nor the cost or value of labor engaged in incorporating the same;

(ii) The cost or value of production machinery or equipment to be used directly in the manufacturing, processing or assembling of goods or materials;

(iii) The value of labor, not entailing financial outlay, of an owner or tenant and members of the owner's or tenant's immediate family residing with him, on a structure or project owned or leased by him.

(12) "Maintenance and repair" means such work as is necessary to keep a structure or project in sound working condition, or to rehabilitate a structure or project or any portion thereof when the same has been rendered unsafe or unfit for service by wear and tear or

other similar causes. The term does not include any building operation or job where a structural alteration or change in design is to be made. However, different materials may be used and different types of articles, chattels or fixtures (but of the same general nature) may be incorporated, provided that there are no such structural alterations or changes in design. No building operation or job may be part construction and part maintenance and repair, as the terms are used herein, but if any construction is to be done, the entire building operation or job is construction. Maintenance and repair does not include the reconstruction or restoration of a structure or project or portion thereof destroyed by fire, flood, tornado, earthquake, act of God or the public enemy.

(b) *Prohibited construction.* (1) No person shall begin construction, carry on any construction begun in violation of any order in the L-41 series, cause such construction to be begun or carried on or participate in such construction, or order, purchase, accept delivery of, withdraw from inventory or in any other manner secure or use material for such purposes.

(2) The terms and restrictions of (b) (1) shall not apply where the construction is of:

(i) A structure or project to be the property of the Army or Navy of the United States, the United States Maritime Commission, Panama Canal, the Coast and Geodetic Survey, the Coast Guard, the Civil Aeronautics Authority, or the Office of Scientific Research and Development;

(ii) A structure or project which is to be used directly in the discovery, development or depletion of mineral deposits;

(iii) A type subject to the provisions of any order in the M-68 series (Part 1047) relating to the production and distribution of petroleum, or is of a type subject to the provisions of any Petroleum Administrative Order (Chapter XIII), and such construction is permitted only to the extent authorized by the applicable order in the M-68 series or by the applicable Petroleum Administrative Order;

(iv) Telephone facilities or equipment, including facilities or equipment for such telegraph or teletypewriter service as may be conducted by a telephone operator, other than buildings,

and is authorized or permitted under the terms of Order L-50 (§ 1095.1);

(v) Railroad tracks, together with necessary operating facilities, but not including buildings, tunnels, overpasses, underpasses, or bridges;

(vi) Facilities, other than buildings, to be owned by a producer, as defined in Order P-46 (§ 978.1), pertaining to utilities, and which are to be used directly in providing one or more of the services set forth in paragraph (a) (1) of said order;

(vii) Irrigation pipe lines or drainage tile drains, classified as agricultural construction under this order, in which no materials except earth or other unprocessed material or clay or non-reinforced concrete tile not more than 12 inches in internal diameter are incorporated.

(viii) Agricultural construction necessary to the installation of material or equipment, the distribution of which is controlled by Order L-170 (§ 1029.10) or orders in the M-21 series (Part 962), and which are listed in Schedule 1 of Food Production Order 3 of the United States Department of Agriculture.

(ix) A structure or project which can be completed with materials which have been or can be obtained without priorities assistance (other than priorities assistance assigned by paragraph (b) (1) of Conservation Order M-208 (§ 3049.1) or which have been acquired with priorities assistance, for a purpose other than to be incorporated into the construction of the structure or project, before construction was begun, (but may, pursuant to applicable orders and regulations of the War Production Board, be used in the construction of such structure or project)—and no material will be used to provide electric, gas, water, steam or sanitation services for the incorporation of which specific authorization is required under Order P-46 (§ 978.1), unless such authorization has been received before construction of the structure or project was begun—and

(a) The construction is residential (but not multiple residential), or is specifically listed on Schedule B attached hereto, and the estimated cost is less than \$200, or

(b) The construction is multiple residential, agricultural or other restricted construction, is not specifically listed on Schedule B, and the estimated cost is less than \$1,000, or

(c) The construction is industrial, is not specifically listed on Schedule B, and the estimated cost is less than \$5,000, or

(d) The construction is the minimum necessary to make safe and to protect any structure or project (or the contents thereof) damaged or destroyed by fire, flood, tornado, earthquake, act of God or the public enemy, or

(e) The construction is agricultural and the immediate construction thereof is determined by the United States Department of Agriculture, in accordance with such administrative procedures as may be from time to time prescribed, to be necessary to avert threatened loss of farm products: *Provided*, That within two weeks of such determination Form

PD-200 is filed in accordance with the provisions of paragraph (f) of this section.

(3) The terms and restrictions of (b) (1) shall not apply where the construction is to reconstruct or restore:

(i) Residential or multiple residential construction damaged or destroyed by fire, flood, tornado, earthquake, act of God or the public enemy, or to build in its place and stead new residential or multiple residential construction: *Provided, however*, That the estimated cost of such reconstruction, restoration, or new construction shall be less than \$5,000, and that within two weeks of such damage or destruction Form PD-105 (for residential) or Form PD-200 (for multiple residential) is filed in accordance with the provisions of paragraph (f) of this section;

(ii) Agricultural construction damaged or destroyed by fire, flood, tornado, earthquake, act of God or the public enemy where the immediate reconstruction thereof is determined by the United States Department of Agriculture, in accordance with such administrative procedures as may be from time to time prescribed, to be essential to the agricultural program: *Provided*, That within two weeks of such damage or destruction Form PD-200 is filed in accordance with the provisions of paragraph (f) of this section;

(iii) Industrial or other restricted construction, not specifically listed on Schedule B, damaged or destroyed by fire, flood, tornado, earthquake, act of God or the public enemy, where the immediate reconstruction thereof is necessary for the prosecution of the war or the protection of public health or safety: *Provided*, That within five days of the damage or destruction notice thereof is given by telegraph to the War Production Board setting forth (a) the cause of the damage or destruction, (b) the function of the structure or project which has been damaged or destroyed, (c) the type of construction, (d) why immediate reconstruction or restoration is necessary, and (e) the estimated cost of reconstruction: *And provided further*, That within two weeks of the giving of such telegraphic notice, Form PD-200 is filed in accordance with the provisions of paragraph (f) of this section.

Nothing contained in this subparagraph (3) shall be interpreted as a commitment that priorities assistance will be accorded to any particular construction authorized by the provisions of this subparagraph and the Director General for Operations may at any time either order said construction to cease or require any modification thereof that seems to him to be proper.

(4) The terms and restrictions of (b) (1) shall not apply where the construction has been or is hereafter authorized by the Director of Priorities of the Office of Production Management or by the Director of Industry Operations or the Director General for Operations of the War Production Board by the issuance of:

(i) One of the preference rating orders or certificates listed on Schedule A attached hereto, as that schedule may be amended from time to time, according to priorities assistance to the construction; or

(ii) An order specifically authorizing the construction.

(5) The exceptions set forth in paragraphs (b) (2) (ix) (a), (b) (2) (ix) (b), and (b) (2) (ix) (c) shall not be construed to authorize separate or successive construction operations commencing after September 6, 1942, the aggregate cost of which over any continuous twelve-month period exceeds the amount specified in the applicable paragraph for the particular structure or project; not including in said aggregate cost the cost of any construction thereon during said period authorized under the provisions of paragraph (b) (2) (ix) (d), (b) (2) (ix) (e), (b) (3) and (b) (4).

(c) *Prohibited deliveries*. No person shall accept an order for, sell, deliver, or cause to be delivered material which he knows, or has reason to believe, will be used in violation of the terms of this order.

(d) *Further construction limitations*. Nothing in this order shall be construed to authorize the use or delivery of any material, or the application or extension of any preference rating, in violation of the provisions of any conservation, limitation or other order or regulation heretofore or hereafter issued by the Director of Priorities, Office of Production Management, by the Director of Industry Operations or by the Director General for Operations of the War Production Board.

(e) *Orders or certificates not constituting authorization*. The assignment of a preference rating by a PD-1, PD-1A, or other certificate, or by any order, other than those listed on Schedule A, shall not constitute authorization to begin construction.

(f) *Application for authority to begin construction*. (1) The application forms prescribed by paragraphs (f) (2) and (f) (3) hereof shall be executed by the person who is or is to be the owner of the structure or project for which authorization is required by the terms of this order, or his duly authorized agent.

(2) If the applicant requires priorities assistance for the proposed construction, an application shall be made for the appropriate preference rating order or certificate listed on Schedule A on the form referred to therein.

(3) Where the applicant does not require priorities assistance, application for specific authorization to begin construction referred to in paragraph (b) (4) (ii) hereof may be made by filing Form PD-200, or such other forms as may hereafter be prescribed. Such forms are to be filed in the manner prescribed on Schedule A for the filing of applications for Preference Rating Order P-19-h.

(g) *Violations*. Any person who willfully violates any provision of this order, or who, in connection with this

order, wilfully conceals a material fact or furnishes false information to any department or agency of the United States, is guilty of a crime, and upon conviction may be punished by fine or imprisonment. In addition, any such person may be prohibited from making or obtaining any further deliveries of, or from processing or using, material under priority control and may be deprived of priorities assistance.

(h) *Communications.* Applications, communications and reports under this order shall, unless otherwise directed in Schedule A or by specific instructions be addressed to: War Production Board, Washington, D. C., Ref.: L-41.

Those relating to residential construction shall in addition be conspicuously marked "Res.", those relating to multiple residential construction "M. R.", those relating to agricultural construction "Agr.", those relating to in-

dustrial construction "Ind.", and those relating to other restricted construction "O. R."

This order, as amended, shall supersede all orders, amendments and interpretations in the L-41 series heretofore issued, except L-41-a, L-41-b and its interpretation, and L-41-c.

Issued this 19th day of February 1943.

CURTIS E. CALDER,
Director General for Operations.

SCHEDULE A

The following preference rating orders and certificates are listed pursuant to paragraph (b) (4) (i) of the above order. A general description of the type of construction covered by each, the appropriate application form and where such form should be filed, are given solely for the purposes of identification.

Preference rating order	Type of construction	Application form	Where filed
P-14-a..... P-14-b..... P-19..... P-19-a.....	Shipyards and shipways..... Structures or projects important to the war effort and essential civilian needs, other than housing. Publicly financed war housing	No form..... No further application accepted under P-19 and P-19-a. Apply for P-19-h. No further applications accepted; see P-19-h. Application is made by or through the Public Roads Administration of F. W. A. Form PD-200.....	Maritime Commission, Washington, D. C.
P-19-d..... P-19-g..... P-19-e..... P-19-h..... P-19-l.....	Public roads..... Structures and projects important to the war effort and essential civilian needs, including war housing owned by FPHA and farm dwellings (for other housing see P-55 below).		At the following places or such other places as may be prescribed: Agricultural and farm dwellings with Department of Agriculture County War Board having jurisdiction over location of the site. All other types of construction with War Production Board, Washington, D. C.
P-41.....	Construction of air transport facilities.	Expired Oct. 1, 1942.....	
P-55..... P-55, Amended.	Housing and Remodeling of housing except farm dwellings and housing owned by the FPHA.	Form PD-105 and Form PD-105A.	With FPHA field office having jurisdiction over location of the site.
P-59 as amended	Construction of certain types for production of chemicals.	Form PD-315.....	With War Production Board Washington, D. C., Ref: P-59.
P-68-b.....	Construction related to petroleum enterprises as defined and limited therein.	See orders in M-68 series.....	
P-110.....	Remodeling of housing programmed for critical areas by the National Housing Agency.	No further applications accepted.	
P-130.....	Construction of certain facilities other than buildings by telephone companies and construction by such companies of facilities necessary to serve defense projects.	See order Form PD-685.....	With War Production Board, Washington, D. C., or such other place as may be prescribed.
P-132.....	Construction of certain facilities other than buildings by telegraph companies and construction by such companies of facilities necessary to serve defense projects.	See order Form PD-683.....	With War Production Board, Washington, D. C., or such other place as may be prescribed.
Certificates: PD-3..... PD-3A.....	Certain specific types of construction of the Army or Navy	PD-3A.....	With the contracting or procurement official having jurisdiction of the contract.

SCHEDULE B

The following structures or projects are listed pursuant to paragraphs (b) (2) (ix) and (b) (3) (iii) of the above order:

(a) A structure or project which has as its principal designed function:

(1) Public or private amusement, entertainment or recreation, with the exception of playgrounds for children;

(2) Occupancy by not more than five establishments selling or dispensing goods, merchandise, food or drink, or providing services;

(3) Use as a club, lodge, fraternity or sorority house, association, auditorium or assembly hall;

(4) Manufacture, processing or assembling of any one or more of the following:

(i) Athletic supplies, sporting goods, or toys or games as defined in Order L-81.

(ii) Beverages, except milk,

(iii) Books, magazines, newspapers, greeting cards, or other printed or engraved matter,

(iv) Candy or chewing gum,

(v) Cigars, cigarettes, smoking or chewing tobacco or snuff,

(vi) Jewelry, watches, traveling bags, brushes, razors, pipes and like articles for personal use or adornment,

(vii) Furniture, silverware, china, household electrical appliances, draperies, and all other similar articles,

(viii) Musical instruments,

(ix) Stationary or office supplies,

(x) Toiletries or cosmetic products as defined in Order L-171,

(xi) Wearing apparel of every sort, nature or description, except for the Army or Navy;

(b) Industrial construction with a productive floor area of less than 10,000 square feet.

Jan. 13, 1943
Box # 74
Cordaville
Defense

Board of Selectmen
Town of Southborough

Gentlemen:

Will you please advise what action has been taken in regard to the petition submitted to you by the residents of Cordaville and Southville dated Nov. 11, 1942 to have future rationing programs handled at the place of voting for this precinct. Due to the Gasoline and Fuel Oil shortage it now seems that such an arrangement

would be a help to our "War
Effort" which is becoming more
important as time goes on.

I have been asked
by several of the signers of
the petition what action
has been taken by you
and we feel that ample
time has been allowed to
enable you to make
some progress, and advise
us what has been done.

Yours truly
Clifford W. Murray.

Defense

December 15, 1942

Outline of Organization-War Savings Staff,
State and Local War Savings Committees and
War Savings Program

War Savings Staff

The War Savings Staff and all committees identified with the War Savings Program in Massachusetts are under the direction and supervision of State Administrator Daniel J. Doherty, 79 Milk Street, Boston. The staff is comprised of three Deputy Administrators, volunteer Special Consultants and a stenographic and clerical personnel limited in number. The function of the War Savings Staff is to administer the War Savings Program by organization, field work, written communication and general servicing of all requirements.

Massachusetts War Savings Committee

This Committee is comprised of volunteers representing the various fields of endeavor, viz., Industry, Banking, Insurance, Labor, Education, Women's Organizations, Professional Groups, Trade, Patriotic and Fraternal Organizations, Postmasters, Clergy, Public Officials and Employees, Public Utilities, Public Relations and Agriculture.

Governor Leverett Saltonstall is the Honorary Chairman and Mr. E. C. Johnson, Chairman.

City and Town War Savings Committees

A local War Savings Committee Chairman has been named in cities and towns with a very few communities now without such representation. It is the duty of the Chairman to organize the local Committee in such a manner as to have representation thereon for full coverage of the community. In this respect, organization should be effected on the same general basis as the Massachusetts War Savings Committee. The basic purpose of local organization is to secure the best possible representation for the effective furtherance of the War Savings Program.

The Chairman is appointed by the State Administrator and is responsible for complete organization of the local Committee. Communication is had by the State Administrator with the local Chairman who in turn should arrange to make all information available to the members of the Committee.

Local Committees have the responsibility for development of the War Savings Program generally in each community. The Chairman is informed from time to time as to matters of policy, quotas and specific special programs, but the local Committee is mainly relied on to carry out the details of the program and to initiate and develop plans to effect the greatest possible sale of bonds and stamps.

Payroll Savings Plans

Payroll Savings Plans are of the utmost importance as related to the success of the War Savings Program as a whole. Wage earners who participate are saving regularly from current earnings and thus constancy of war bond purchasing is assured. Bonds accordingly are purchased with funds derived from earnings, and in addition to directly aiding the fiscal program of the government, the process of inflation is retarded. Every employer should be urged to adopt the Payroll Savings Plan regardless of the number of personnel. Every person enrolled in such a systematic plan of saving for bond purchasing materially assists the entire war effort.

Every local Committee should have a Payroll Savings Division thereof to insure the essential local effort to develop this phase of the program. Many of the smaller communities do not have large industrial or commercial activity, but nearly every community has employers with some personnel.

The goal in the Payroll Plan field is to have the plan made operative by every employer, at least 90% employee participation and at least 10% of current earnings allotted for bond purchasing.

Reliance is placed on local Committees to induce employers to adopt and develop the Plan. Special attention has been paid to the larger employers by the War Savings Staff and well organized Payroll Plan Divisions in the larger industrial centers. The active assistance of each local Committee is needed to cover and develop the potential Payroll Plan field.

Concerns securing 90% employee participation qualify for a Certificate and the right to purchase a "Minute Man" Flag. Concerns securing 90% participation and 10% of gross payroll qualify for a 10% certificate and a "Minute Man" Flag with the Treasury "T".

Retail Trade

Organization of retailers is being effected from this office entirely apart from local War Savings Committees. However, local Committees should assist retail trade establishments and the Retail Trade Committees. A continuing program, month by month, has been planned for the retail field. Substantial activity on the part of local retailers will do much to increase the sale of bonds and stamps as well as to stimulate general buying interest in bonds and stamps. Distribution of material for the retailers will be made from this office directly to the Retail Trade Committee in each locality. If there is no Chamber of Commerce, Board of Trade or other organized retail trade group in a community, the local War Savings Committee should make a request for such material and arrange for its distribution to the various stores. The first coalition of retailers' and women's activities started with "Women at War" week. It is planned to continue this cooperation of effort.

Schools

The War Savings Program in the schools is being carried out under the general direction of the local School Superintendent. This office deals directly with the Superintendent rather than with the local War Savings Committee Chairman. This procedure eliminates delay, duplication of effort and unnecessary correspondence. It lightens the burden placed on local War Savings Committees and affords an opportunity for the school authorities to work out the program directly within their own special field. Local Committees should of course render all possible assistance on request of the school authorities. "Minute Man" Flags are available for qualifying schools, both with respect to pupils and the teaching staff.

Mrs. Elinor R. Holler of the War Savings Staff is in charge of the School Program generally. Communications relating to the school program should be directed accordingly.

Women's Divisions

Women's Divisions of local War Savings Committees are in process of organization. Each community should be represented by such a division as part of the general Committee. If a community is not represented by a War Savings Committee, wherever possible, a Women's Division should be organized. This will assist in the general work of state-wide organization for every city and town.

Material for the use of Women's Divisions will be distributed directly from this office to the Chairman of the Women's Division in each community so represented. Requests therefor and communications relating to the work of the Women's Division should be directed to Mrs. Rae R. Horner who is in charge of ~~this~~ field of activity.

Entirely apart from cooperating with the retailers in special programs, the Women's Division will initiate and carry out plans for special events, all designed to stimulate bond and stamp purchasing.

Locally, the work of the Women's Division will be under the general guidance and supervision of the Chairman of the War Savings Committee. In many instances, such Chairman will want to delegate this part of the program to the Division Chairman directly.

With the manpower problem becoming increasingly greater, the importance of utilizing the services of women in each community cannot be stressed too much. The enthusiasm and initiative of the women will contribute greatly to the success of the program.

Municipal Payroll Plans

All cities and the greater portion of the towns have substantial personnel and it is highly important that municipalities adopt and develop

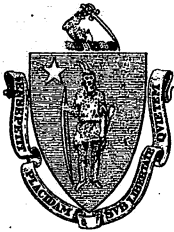
the Payroll Savings Plan. School teaching staffs are of course included as part of municipal personnel. The adoption and development of the Plan in this field compares very unfavorably with the progress made in commercial and industrial concerns. There may be good reasons why 10% of gross payroll cannot be achieved, but there is no valid reason why each municipality cannot adopt and develop a Payroll Plan to the extent of 90% participation, other than in few instances. Persistent efforts have been made from this office and in the field to develop this phase of the program. Much can be done locally to supplement these efforts. It would mean much to the program to have a "Minute Man" Flag flying over each city and town hall. Despite press statements to the contrary, allotments from earnings or payroll can be made by all state, county and municipal employees for War Bond purchases as per the special provisions of Chapter 7, Acts of 1942. This was special legislation for this specific purpose.

Quotas

State quotas are established each month, the figures being set by the Treasury Department at Washington. This was so with respect to county quotas, but now the State Administrator is authorized to set county quotas. Without all the facts, it is difficult for the Administrator to establish exact city and town quotas. Some will inevitably be low and others high. As of December 1, 1942, all quotas will be made up on the basis of "E" bond sales only. Quotas are on issue or purchase price and not maturity values. Records locally should be kept on the same basis, otherwise reports of sales are misleading. Every effort should be made to develop the volume of "E" bond sales. The best plan to accomplish this end is a systematic arrangement for savings and purchasing. The Plan recommended is the regular Treasury Payroll Savings Plan. No sales figures are furnished by the Treasury Department in communities with less than 2500 population. It would be of much assistance to this office if all Chairmen furnished a monthly report of "E" sales, issue price. This can be done without great inconvenience except in the larger cities where there are many banks or other issuing agents.

General

Special events and promotional activities are essential to maintain bond buying. From time to time, special programs, such as War Heroes Day, Movie Stars Tour, Motion Picture Industry Drive and "Buy A Bomber" Campaigns, are planned and carried out. However, each community should institute such special events as will best serve to further the program. Rules for the "Buy A Bomber" campaign can be secured from this office. Such campaigns have proven to be great stimulants for more and better Payroll Plans and increased general purchasing.



Defense

The Commonwealth of Massachusetts
Department of Public Works
100 Nassau Street, Boston

November 3, 1942

Harry Burnett, Chairman
Board of Selectmen
Southborough, Mass.

Dear Sir:

There is enclosed a poster regarding an Ordnance Company for heavy maintenance of equipment which this Department is now forming and I would ask that you post this in a conspicuous place where those who might be interested may read it.

It is not the intention in forming specialist companies of this kind to draw from city and town organizations, but rather to allow for placement of those who are to enter the service in a location where the service rendered will be of maximum use as well as give the man a broader knowledge of the work in which he earns his livelihood.

Very truly yours,

R. W. Coburn
R. W. Coburn
Chief Engineer

HW:KOH
Enc.

Defense

COMMISSION ON ADMINISTRATION AND FINANCE

November 2, 1942.

To all Mayors and Chairmen of Boards of Selectmen:

At the direction of His Excellency, Governor Saltonstall, your attention is directed to an appeal from the War Production Board for salvaging tin cans.

The Commonwealth has arranged for the shipment or delivery of all scrap tin cans from state institutions to the nearest depots designated by local or county salvage committees. The cans are being prepared by cleaning, removing the tops, bottoms, and labels, and crushing. They are needed not only for the tin that is salvaged but for the steel scrap made available after the tin is removed from the cans.

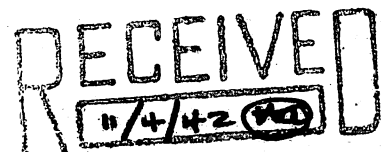
It is felt that a cooperative undertaking in which the State and local governments will participate will greatly assist in this very important activity.

Very sincerely,

Paul W. Foster

Paul W. Foster
Chairman.

F/D



C O P Y

Refuse

OFFICE OF PRICE ADMINISTRATION

RATIONING BOARD # 283

SOUTHBOROUGH, MASS

October 30, 1942

Mr. Henry Parkman Jr, Director
State Rationing Board
10 Post Office Square
Boston, Massachusetts

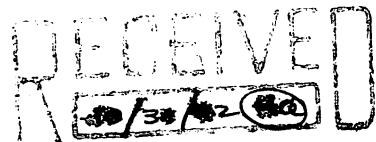
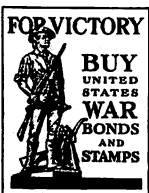
Dear Mr. Parkman:

As I have been asked to report for work in the WPB in Washington next week, I shall be leaving Southboro on the 3rd. of November for an indefinite period. I am therefore submitting my resignation as Chairman of the Southboro. Rationing Board.

In accordance with the contents of your letter dated the 27th. of last August, I am sending a copy of this letter to the Selectmen of Southboro. With the Chairman, as well as with the other members of the Rationing Board, I have already talked about a member. As a result, this matter, I think is well in hand.

Very sincerely yours

S/ Edward W. Fay



Deferuse

OFFICE OF PRICE ADMINISTRATION

RATIONING BOARD # 283

SOUTHBORO MASS

October 30, 1942

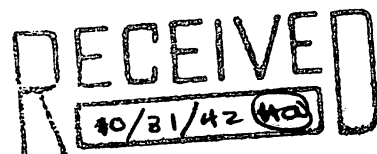
Board of Selectmen
Southborough, Mass.

Gentlemen:

I am enclosing a copy of my letter of today
to Mr. Henry Parkman Jr., the Director of the OPA
for Massachusetts. This letter is self explanatory.

Very sincerely yours

Evan H. Fay



Committee on Public Safety

SOUTHBOROUGH, MASSACHUSETTS

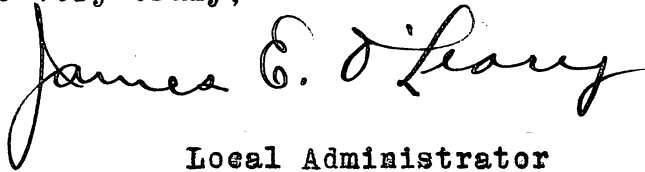
Board of Selectmen,

Southborough, Mass.

Gentlemen;-

I have appointed Karl M. Sayles who is
Chairman of Transportation of Local Defense Council,
as a Committee Member of the War Transportation Con-
servation Program, I have also appointed Frank J.
Mattioli as a second Committee Member,

Yours very truly,



Local Administrator
War Transportation
Conservation Program

July 23, 1942

FOR

SELECTIVE SERVICE

~~38 MASSACHUSETTS AVENUE~~~~BOSTON, MASS.~~

38 CHAUNCEY STREET

BOSTON, MASS.

In reply refer to
File No. 342.

July 7, 1942

SUBJECT: OCCUPATIONAL DEFERMENTS

TO: Massachusetts Industry

Gentlemen:

Enclosed herewith is a copy of an article prepared by Lt. Col. Roy C. Charron, C.W.S., who is attached to this office as State Advisor on Occupational Deferrals.

It shows clearly the importance of the problems that now exist both for industry and the Selective Service System.

Your earnest cooperation to the end that we may both perform our duties to our country and produce the necessary results is requested.

*Ralph M. Smith.*RALPH M. SMITH
Colonel, J.A.G.D.
State DirectorRECEIVED
7/8/42 (100)

COMMISSION ON ADMINISTRATION AND FINANCE

July 2, 1942

To all Mayors and Chairmen of Boards of Selectmen:

His Excellency, Governor Saltonstall, is greatly concerned with the success of the campaign for the accumulation of scrap rubber recently extended for a ten-day period under authorization of President Roosevelt.

He has this day directed all State agencies to intensify their efforts in this regard and respectfully asks the cooperation of all the municipalities of the Commonwealth.

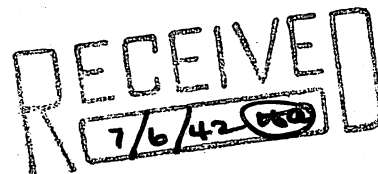
His Excellency believes that there is available in municipal departments quantities of discarded tires and tubes, mats of all kinds, rubber stamps, discarded hose, and seat pads which can properly be spared for critical military needs.

Will you therefore forward to municipal employees the request made by the Governor at this time.

Very sincerely,

Paul W. Foster

Paul W. Foster
Chairman



F/D



Defense

Boston, May 27, 1942

Board of Selectmen,
Town of Southborough
Massachusetts

Gentlemen,

I am most obliged for your letter of May 22nd and your willingness again to issue licenses to us for the Camp Canteen. If in due course you could either mail or deliver the licenses to the School for my attention, I will see to it that the fee is promptly paid.

Also thanks for permission to use the swimming pool. I will make sure that this is alright with the School too.

I know I can speak for the Commanding Officer in expressing our appreciation for your kind cooperation.

Yours very truly

George S. Weld

George S. Weld
1st Lieut. M.S.G.
First Motor Squadron



Refuse

COPY

May 22, 1942

George S. Weld, 1st Lieut. M. S. G.
131 State Street
Boston, Massachusetts

Dear Sir:

In reply to your letter of May 15, 1942,
we are pleased to inform you that we will issue
licenses for the sale of beer and ale in the same
manner as last year.

Permission for the use of the swimming
pool is also granted, if agreeable with the Saint
Mark's School.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Cruesling*

Clerk.

BS:HA

refuse

OFFICE OF PRICE ADMINISTRATION
Worcester District Office
9 Walnut Street
Worcester, Massachusetts

IN REPLY REFER TO:

Telephone: 6-5121

April 28, 1943

Board of Selectmen
Mr. Hamilton Armstrong
Clerk
Southborough, Massachusetts

Gentlemen:

We have your letter of April 19 and are very glad to appoint Mr. Frederick E. Porter of Fayville a member of the Southborough Rationing Board.

We are sending to him under separate cover a letter from Mr. Whitney confirming this, and also an Oath of Office and a Letter of Acceptance.

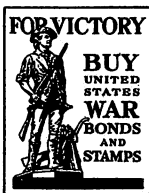
We appreciate your co-operation, and hope in the near future you will be able to furnish us with several more citizens who feel they can help the war effort through the War Price and Rationing Boards.

Very truly yours,



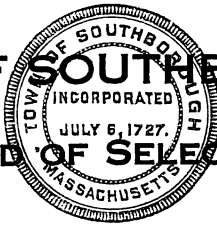
GEORGE H. DUDLEY
Worcester District
Organization Officer

RECEIVED
APR 29 1943



TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN



February 13, 1942

Mr. George Kitteredge
Farm Service Store
Southborough, Mass.

Dear Sir:

Recently you gave me some figures on the amount of fuel purchased by the various Town Departments during 1941. I would appreciate it very much if you would break down the amounts as follows:

<u>Department</u>	<u>No. Tons</u>	<u>Anth.</u>	<u>Bit.</u>	<u>Coke</u>
Welfare	7 1/4	7 1/4		
Library	18	18		
Fire	21	21		
Town Halls	48	48		
School	2	2		
Soldier's Rel.	3			3

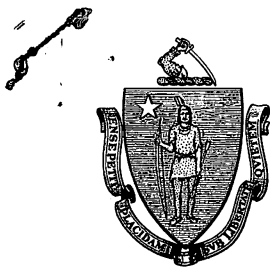
A stamped envelope is enclosed for return.

Yours truly,

Hamilton Armstrong

Clerk, Board of Selectmen.

H:h



Office of Division on the
Necessaries of Life

The Commonwealth of Massachusetts

Department of
Labor and Industries

Room 200
State House, Boston

Chairman,
Board of Selectmen,
Southborough, Mass.

February 2, 1942

Dear Sir:

Under date of January 9th, a communication was directed to you with a questionnaire, requesting that your solid fuel requirements be enumerated on this questionnaire. This request was from the Federal Solid Fuel Co-Ordinator and came to His Excellency, the Governor, who forwarded it to this office. In as much as we are required to transmit these figures to Washington at the earliest possible date, I would request that you give this matter your immediate attention. Many cities and towns have submitted their figures and further delay is not fair to the municipalities who have promptly responded.

Very truly yours,

JPMcB:B

John P. McBride
John P. McBride,
Director.

	<u>Bit coal</u>	<u>anth coal</u>	<u>coke</u>
1941	190 Tons	125 Tons	3 Tons
1942	est. 200	est. 130	est. 8

SEATTLE, WASH.
NEW ORLEANS, LA.

LOS ANGELES, CAL.
PORTLAND, ORE.

Dulien Steel Products, Inc.

EXPORT-IMPORT-DOMESTIC

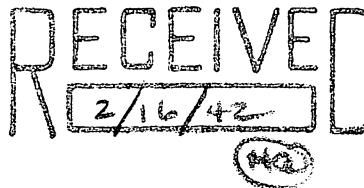
MACHINERY-PIPE-STEEL
RAILS, TUBES AND WIRE ROPE

COMPLETE PLANTS BOUGHT AND SOLD

2280 WOOLWORTH BUILDING
NEW YORK, N. Y.

CABLE ADDRESS
DULOUIS, NEW YORK

TELEPHONES:
4675
CORTLANDT 7-4676
4677



Chamber of Commerce
Southboro,
Mass.

Gentlemen:

With the present War Conditions existing and with the dire necessity for all available useable steel items, and steel scrap, it is absolutely essential we all make our greatest efforts to locate this material. WE MUST EXHAUST ALL MEANS IN ORDER TO HELP IN THIS EMERGENCY,

UNDOUBTEDLY, YOU ARE ANXIOUS TO HELP IN THIS CAMPAIGN. You can help by giving full information regarding any abandoned plants, railroads, mines, etc., which are available in your locality for scrapping purposes.

Please advise full information regarding any such plants of which you may have knowledge, so that we may be able to contact the necessary parties, and make arrangements for the purchase, and dismantling of these plants.

WE ARE ASKING FOR YOUR COOPERATION AND ADVICE.

Very truly yours,

DULIEN STEEL PRODUCTS, INC.

IB:RZ

IRVING BERSHAD

MERCHANTS' FINANCE CORPORATION

SEVENTY STATE STREET

BOSTON, MASS.

LAFAYETTE 6320

February 11, 1942

Chamber of Commerce
Cordaville, Massachusetts

Gentlemen:

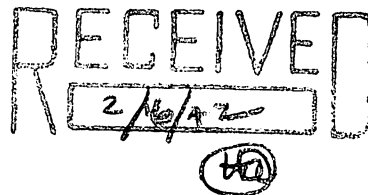
May I request of your Chamber a list, or a partial one, of the smaller firms engaged in manufacturing or in defense work in your City whom you believe would be interested in obtaining additional capital to meet their business requirements and payroll.

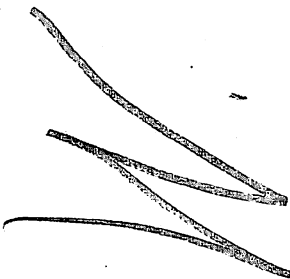
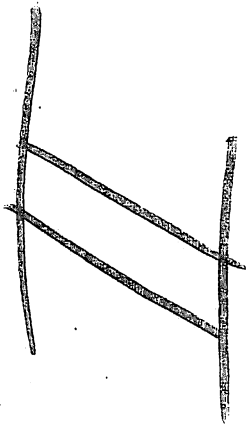
We are in a position to submit financing for businesses that may need additional capital to enjoy the full benefit of their business.

With kindest personal regards,

Yours very truly,

George F. Chandler
George F. Chandler





Subject: Appointment Certificates

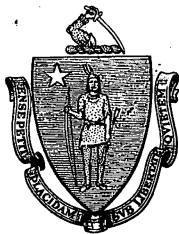
I enclose your certificate of appointment.

Kindly appear before the Town Clerk at your earliest convenience in order to take the required oath of office.

Please present the certificate to the Town Clerk at that time, so that the date you are qualified may be noted upon it and recorded.

Very truly yours,

Clerk, Board of Selectmen.



*Office of Division on the
Necessaries of Life*

The Commonwealth of Massachusetts

*Department of
Labor and Industries*

*Room 200
State House, Boston*

January 9, 1942

Chairman
Board of Selectmen
Southborough, Mass

Dear Sir:

The Secretary of the Interior, who is the Federal Solid Fuel Co-Ordinator by direction of the President, has requested the Governor to assist on a solid fuel survey of State, counties and local governmental agencies. Information obtained by this survey will be essential in determining the amount of fuel that must be available during 1942. His Excellency, the Governor, has requested this Division to gather this information for transmission to Washington. It is imperative that the information be complete and accurate and forwarded to this office as soon as possible.

I am enclosing herewith a questionnaire and would request that you kindly have same executed by your purchasing agent or other source and include all municipal buildings: fire; police; hospitals; public buildings; school buildings; solid fuel for power purposes; in fact, all coal, both bituminous and anthracite, and coke, used for municipal functions.

I appreciate that this imposes a good-sized task on your kindly offices but the information may be essential to the continuity of your governmental activities and I respectfully request your prompt attention to the matter so that we may have the information completely and accurately at as early a date as possible. It is also urged that fuel purchases should be planned to provide a comparatively large supply for storage purposes. Thanking you for your co-operation in this regard, I am

Very truly yours,

JPMcB:B
Encls.

John P. McBride
John P. McBride,
Director.

RECEIVED
1/10/42

Copy
to
PA

Copy
January 5, 1942

Mr. James Meehan
W. P. A. Office
Worcester, Mass.

Dear Mr. Meehan,

It is our understanding that Southborough
men are to be transferred to projects in nearby
communities.

If, later on, a water extension project
is approved for this Town, would it be possible to
have our men return here, with possibly men from
other communities?

Sincerely,

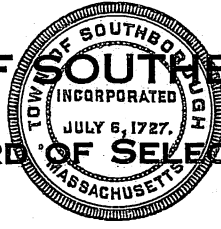
Alton B. Spurr

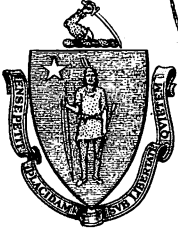
Alton B. Spurr
Chairman, Board of Selectmen.

ABS:HA

TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN





*Return
Saturday
to Mr. Spurr.*

The Commonwealth of Massachusetts
Department of Corporations and Taxation
Division of Accounts

HENRY F. LONG
COMMISSIONER

THEODORE N. WADDELL
DIRECTOR OF ACCOUNTS

State House, Boston

January 12, 1942

Mr. Alton B. Spurr
Chairman, Board of Selectmen
Southborough, Mass.

Dear Sir:

I am enclosing a statement issued by His Excellency Leverett Saltonstall which calls to attention the necessity for prompt action in providing funds for certain civilian defense expenses.

It seems to me that the statement is so clear and the reasons given are so apparent that you should give serious consideration to the message, and I earnestly recommend that you follow the suggestions given as closely as possible.

Very truly yours,

Theodore N. Waddell

Director of Accounts

TNW:M

Enc.

Jan. 12, 1942

For Immediate Release

Governor Saltonstall today issued the following statement:

Numerous inquiries by town and city officials as to the desirability of taking immediate action to provide appropriations for local defense purposes are reaching this office as well as other State agencies concerned with defense.

Under ordinary circumstances, any Governor hesitates to make recommendations concerning local policies, but, in view of the seriousness of the present situation and the lack of clarity in the various factors involved, it seems wise to make certain definite suggestions.

I, therefore, recommend that cities and towns take action as soon as possible to provide whatever funds may be necessary for administration and organization of Civilian Defense activities. At the same time, I suggest that the time has not yet arrived to make appropriations for major protective materials, such as fire-fighting equipment, helmets, uniforms, etc.

A bill to purchase equipment is pending in Congress and there is every reason to suppose that the Federal Government intends to provide either some equipment or the funds with which to purchase it. J. W. Farley, Executive Director of the Massachusetts Committee on Public Safety, has been requested to be in Washington on Wednesday to confer with officials there on all matters relating to equipment. Our special session of the Legislature, which will take place within a short time, will then, I hope, be in the best position to meet the situation in view of probable action by the Federal Government.

x orders

The Commonwealth of Massachusetts

By His Excellency

LEVERETT SALTONSTALL

GOVERNOR

EXECUTIVE ORDER No. 57

WHEREAS, the Government of the United States, by the provisions of the "Current Tax Payment Act of 1943," enacted by the First Session of the Seventy-eighth Congress, has provided for the levy and collection of income taxes by a "pay as you go" plan, so called, and as a part thereof requires that deductions shall be made by employers from the wages of certain employees, including employees of the Commonwealth and its political subdivisions, and that said deductions be transmitted and paid to said government on account of income and victory taxes due from said employees; and

WHEREAS, the withholding and transmitting to the Government of the United States of deductions from the wages of certain employees of the Commonwealth and its political subdivisions as provided by said Act will aid in the prosecution of the war by making funds immediately available to said government and by tending to safeguard and stabilize the domestic economy of the nation; and

WHEREAS, there is doubt under existing law as to the authority of the Treasurer or other official having charge of the payment of wages by the Commonwealth and by its political subdivisions to make such deductions and to transmit the same in accordance with the provisions of said Act; and

WHEREAS, appropriate action is necessary to make the provisions of said Act effective as to the Commonwealth and its political subdivisions:

NOW, THEREFORE, I, Leverett Saltonstall, Governor of the Commonwealth of Massachusetts, acting under the provisions of Acts of 1941, chapter 719, section 7, as amended by Acts of 1943, chapter 3, Acts of 1942, chapter 13, sections 2 and 3, and all other authority vested in me, do hereby issue this order as a measure necessary and expedient for meeting the supreme emergency of the existing state of war between the United States and certain foreign countries.

I.

The Treasurer or other official having charge of the payment of wages by the Commonwealth, or by its political subdivisions, is hereby authorized, empowered and directed to withhold such amount of the wages of every employee as may be required by the provisions of the "Current Tax Payment Act of 1943," enacted by the First Session of the Seventy-eighth Congress, and such rules and regulations as may be made thereunder, and to transmit and pay the amount so withheld to the Government of the United States in accordance with the provisions of said Act and said rules and regulations.

II.

Executive Order No. 44, promulgated December 16, 1942, is hereby amended by striking out the last paragraph and inserting in place thereof the following new paragraph:— The Treasurer or other official having charge of the payment of wages by the Commonwealth, or by its political subdivisions, is hereby authorized, empowered and directed to withhold such amount of the wages of every employee as may be required by the provisions of subchapter D of the Internal Revenue Code, inserted in said code by section 172 of the Revenue Act of 1942, as amended by the "Current Tax Payment Act of 1943," enacted by the First Session of the Seventy-eighth Congress, and to transmit and pay the amount so withheld to the Government of the United States in accordance with the provisions of said subchapter D, as amended, and the rules and regulations made thereunder.



GIVEN at the Executive Chamber in Boston, this thirtieth day of June, in the year of our Lord one thousand nine hundred and forty-three, and of the Independence of the United States of America, the one hundred and sixty-seventh.

LEVERETT SALTONSTALL.

By His Excellency the Governor,

FREDERIC W. COOK,

Secretary of the Commonwealth.

God Save The Commonwealth of Massachusetts

File
Selectmen

COPY

March 10, 1942

Copies to:
Walter M. Offutt
Walter A. Hutt
Cameron Bradley
Charles L. Fairbanks, Town Clerk.

Dear Sir:

At a meeting of the Board of Selectmen, held March 6, 1942, the following Committee was appointed to have charge of the temporary Honor Roll to be erected, as voted at the recent Special Town Meeting: Walter M. Offutt, Walter A. Hutt, and Cameron Bradley.

The sum of \$200.00 was appropriated for this Honor Roll, and should cover erection, painting, and maintenance of the same.

Sketches of proposed designs should be presented to the Board of Selectmen for approval.

Yours truly,

BOARD OF SELECTMEN

By: Hamilton Armstrong
Clerk.

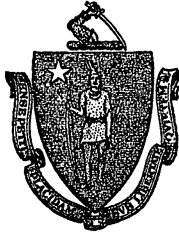
ES:HA

Defense

In reply refer to
Subject No.

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE ADJUTANT GENERAL

ECE:ivm



THE COMMONWEALTH OF MASSACHUSETTS

MILITARY DIVISION

THE ADJUTANT GENERAL'S OFFICE

280 STATE HOUSE, BOSTON

April 18, 1942

Board of Selectmen
Southborough, Massachusetts

Gentlemen:

In a letter from this office dated January 8, 1942, you were urged to organize a State Guard Reserve company in your town. You were also sent a circular outlining the steps to be taken and the duties expected of such an organization.

I am taking the liberty of writing to you again on this subject, as His Excellency the Governor is anxious to have such an organization in each city and town.

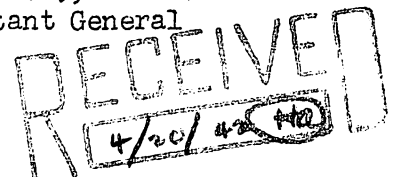
I would first like to call to your attention the circular mentioned above and advise you that this circular has not been changed. Because of a recent appropriation by the Legislature, and an allotment of funds to the Military Department by His Excellency the Governor and Council, this office now has funds for the purchase of equipment for State Guard Reserve companies. Although it will be necessary for the Board of Selectmen to provide a safe place for storage of arms and equipment and a headquarters for the local company, there should be very little additional expense for the town to bear.

One hundred and forty towns have either organized or are organizing State Guard Reserve companies. Add this number to the cities and towns where there are regular State-owned armories for State Guard companies, and you will see that nearly two hundred towns will have State Guard units in the near future.

Your favorable consideration of a unit in your town at this time would be greatly appreciated.

Sincerely yours,

Edgar C. Erickson
EDGAR C. ERICKSON
Brig.Gen., A.G.D., Mass.N.G.
The Adjutant General



Deferre

April 13, 1942

Mr. James E. O'Leary
Laticuama Road
Southborough, Mass.

Dear Sir:

This is to notify you that at a meeting
of the Board of Selectmen, held April 3, 1942, you
were appointed Purchase Order Supervisor, for the
1942 term.

Yours truly,

BOARD OF SELECTMEN

By: Hamilton C. Cunningham
Clerk.

BS:HA

Defense

OFFICE OF PRICE ADMINISTRATION

17 Court Street
Boston, Massachusetts

2:2:PBN

April 2, 1942

Hon. Alton B. Spurr
Chairman of Selectmen
Southboro, Massachusetts



Dear Sir:

The Office of Price Administration has undertaken a study of the scrap situation in New England.

In order to do this, it is first necessary to obtain the names of all peddlers, dealers, wholesalers, and auto wreckers in the scrap business. We understand that your community has a license law for these business men. We wonder if you would be kind enough to send us:

- (1) A list of all scrap peddlers, junk dealers, yard dealers, wholesalers, and auto wreckers in the scrap business who have licenses at the present time.
- (2) A copy of your licensing ordinances relating to the scrap industry.

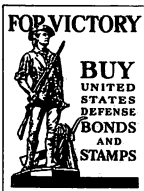
Will you please send your reply immediately to Frank E. Beane, Regional Price Executive, Office of Price Administration, 17 Court Street, Boston, Massachusetts. Thank you for your cooperation.

Very truly yours,

Kenneth B. Backman

Kenneth B. Backman
Regional Director

996



Deferre

May 12, 1942

Mr. Harry Burnett, Chairman
Board of Selectmen
Town of Southborough, Massachusetts

Re: Proposed Wall--St. Mark's School

Dear Mr. Burnett:

In reference to the above matter, it is my suggestion that before any action of any kind be taken, that St. Mark's School furnish the Town of Southborough with a blue print establishing the accurate location of the Town line.

In such case, your Board would have definite and accurate information as to the location of the proposed wall. It is impossible to render any decision on the matter because of the lack of such accurate information.

Very truly yours,

(Signed) ELEONORA F. BURKE

Town Counsel.

Defense

April 27, 1942

Mr. Edmund H. Bullard
School Committee
Southborough, Mass.

Dear Mr. Bullard,

Enclosed find letter from the Town
Accountant for your files.

At a meeting of the Board of Selectmen
held April 17, 1942, it was voted to pay 90% of
the lighting expense at the "Spotting Post," from
the appropriation for Civilian Defense.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.

Legal

[CHAP. 487]

AN ACT TO AUTHORIZE CITIES AND TOWNS TO MAKE CERTAIN
EMERGENCY APPROPRIATIONS IN TIME OF WAR OR NATIONAL
EMERGENCY.

Whereas, The present national emergency requires that cities and towns be given certain emergency powers not now contained in the General Laws, and the purpose of this act is to give such powers to cities and towns forthwith, therefore this act is hereby declared to be an emergency law, necessary for the immediate preservation of the public health, safety and convenience.

Be it enacted, etc., as follows:

SECTION 1. Any city and town is hereby authorized, for the duration of the national emergency, to raise and appropriate such sums of money as it may deem necessary for the preservation of health and protection of persons and property; to purchase equipment, uniforms and supplies for auxiliary fire and police departments, air-raid wardens, first aid rescue squads, and other essential units of defense; to provide for the training of its citizens in first aid and other matters essential to civilian defense; and to provide for such other means as may be necessary in the national emergency for the protection of the people and property in such city or town.

SECTION 2. For the purpose of meeting expenditures herein authorized, a city or town may raise such sums as may be necessary by taxation, or may borrow from time to time, and may issue bonds or notes therefor, which shall bear on their face the words, (city or town) Defense Loan Act of 1941. Each authorized issue shall constitute a separate loan, and such loans shall be paid in not more than five years from their dates. Indebtedness incurred under this act shall be in excess of the statutory limit, but shall, except as provided herein, be subject to chapter forty-four of the General Laws, exclusive of the limitation contained in the first paragraph of section seven thereof.

SECTION 3. This act shall become inoperative on July first, nineteen hundred and forty-three, but this section shall not affect any bonds or notes issued under this act prior to said date.

Approved July 17, 1941.

deFeuse

COPY

June 9, 1942

Mr. James E. O'Leary
Latisquama Road
Southborough, Mass.

Dear Mr. O'Leary:

This is to notify you that at a recent meeting of the Board of Selectmen, you were appointed Local Administrator of the War Transportation Conservation Program.

To relieve some of the pressure of this appointment, and as most of the heavy purchasing is over, you have been relieved of the duties of Purchase-Order Supervisor. All future orders to be issued by the Board of Selectmen.

Enclosed you will find all information to date on the War Transportation Conservation Program. It was decided to allow you to appoint your own Committee.

Kindly inform Selectmen of Committee appointed.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

BS:HA
Copy: Town Clerk.

Defense

June 18, 1942

COPY

Col. Whipple
44 Portland Street
Worcester, Mass.

Dear Sir:

We have been informed by Selectman Burnett that you have accepted his resignation as Chairman of the Southborough Committee on Public Safety.

We have appointed Mr. Walter M. Offutt of Main Street, Southborough, to fill the vacancy.

Kindly forward all correspondence on Civilian Defense to Mr. Offutt.

Yours truly,

Board of Selectmen

By: George A. Labaree
Chairman. (HCO)

GAL:HA

Copy: Mr. Offutt.

Refuse

COPY

June 18, 1942

Mr. Walter M. Offutt
Main Street
Southborough, Mass.

Dear Sir:

This is to notify you that at a meeting of the Board of Selectmen, held May 27, 1942, you were appointed Chairman of the Southborough Committee on Public Safety, to fill the vacancy caused by the resignation of Mr. Harry Burnett.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

BS:HA
Copy: Town Clerk
Enc.

Deferre

COPY

June 11, 1942

Committee on Public Safety
Town Hall
Southborough, Mass.

Gentlemen:

At the last regular meeting of the Board of Selectmen, it was decided, in accordance with your suggestion, to have screens for windows and a screen door installed at the Spotting Post.

To save time, we have notified Mr. Boland to go ahead with the work as soon as possible. This to be at a cost of \$20.00.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.

GAL:HA
Copies:
Mr. Harrington
Mr. Offutt.

Defense

November 27, 1942

Massachusetts Committee on Public Safety
Region #3 Office
Worcester, Massachusetts

Attention: Col. Whipple

Dear Sir:

This is to notify you, that at a meeting of this Board, held November 20, 1942, we appointed, subject to your approval, Mr. Phillips D. Jones, as Chairman of the Southborough Committee on Public Safety, to fill the vacancy caused by the resignation of Mr. George A. Labarre.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.

BS:HA

SELECTIVE SERVICE

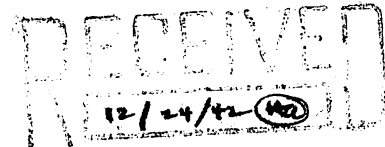
38 CHAUNCY STREET
BOSTON, MASS.

December 7, 1942

MEMORANDUM TO EMPLOYERS IN MASSACHUSETTS

EFFECTIVE: DECEMBER 7, 1942

SUBJECT: REPLACEMENT SCHEDULE

1. Manning Table

The Manning Table is part of a cooperative plan of the War Manpower Commission and the Selective Service System designed to assist in accomplishing the greatest utilization of the manpower of the Nation and to provide a basis for the replacement in industry of those men who should be made available for military service. The Manning Table is a plant or industry analysis made up from a complete and detailed survey of the personnel requirements of the employer. It thus gives information necessary for labor planning, hiring and transferring of workers, training and upgrading, use of women, placement of handicapped persons, and the utilization of labor within the plant or industry.

2. Replacement Schedule

The Replacement Schedule is designed to provide for the systematic replacement of those men who must be made available for military service. It consists of a plant summary and replacement list, normally made from data developed in preparation of the Manning Table. However, in any case where it appears advisable, a Replacement Schedule may be accepted for immediate operation without a Manning Table. If an employer has in operation a Replacement Schedule and subsequently prepares a Manning Table, the State Director of Selective Service may require the employer to prepare a new Replacement Schedule immediately, or may permit the employer to continue under the Schedule then in operation until the end of the six month replacement period.

3. Information regarding Manning Tables and Replacement Schedules

Information with regard to the preparation and submission of Manning Tables may be secured by employers from the Regional or Area Directors of the War Manpower Commission. However, Replacement Schedules prepared in accordance with information contained in this memorandum will be submitted to the State Directors of Selective Service for acceptance.

4. Replacement Schedule generally

The Replacement Schedule is divided into two parts as follows:

(a) A Replacement Summary which is made up from a survey of the personnel of the employer, arranged generally by job titles and by Selective Service status (as explained in paragraph 6 below and Example A attached); and,

(b) A Replacement List upon which are listed by name the male employees who must be replaced so that they may be made available for the military service (as explained in paragraph 7 below and Example B attached).

5. Plant Survey

The first step in preparation of a Replacement Schedule is for the employer to secure with respect to each male employee, the following information:

- (a) Job Title
- (b) Age (date of birth)
- (c) Local Board number and address
- (d) Selective Service order number
- (e) Selective Service classification
- (f) Family relationship
 - (1) Single
 - (2) Married without children
 - (3) If children, the number of children

When this information has been secured, the employer is then ready to prepare a Replacement Summary.

6. Replacement Summary

In the preparation of the Replacement Summary, employers should follow the form provided in Example A attached to this memorandum. The employer will list all of the jobs by plant departments, or other operating units, the order of listing to depend on the manner in which the company's records are kept. If a Manning Table has been or is being prepared, the job titles and order of their listing must conform to the Manning Table. Opposite each job the employer will list under the following headings the total number of workers engaged:

- (a) Number of women
- (b) Number of men not to be considered for replacement
 - (1) Men with minor children
 - (2) Physically unfit
 - (3) Over thirty-eight
 - (4) Under eighteen (men who will reach 18 within the six month period from the date of submission of a Schedule will be listed under (c) below)
- (c) Number of men to be considered for replacement
 - (1) Single men
 - (2) Married men without children

The Replacement Summary thus presents a condensed schedule of the jobs and workers in the plant and forms the basis for preparation by the employer of the Replacement List.

7. Replacement List

In the preparation of a Replacement List, employers should follow the form provided in Example B attached to this memorandum. The employer will list by plant departments or other operating units as used on the Replacement Summary the names of the men who he will be prepared to replace. Only those men who are carried on the Replacement Summary under the heading "Number of Men to be Considered for Replacement" will be listed. It will be noted from an examination of Example A that the Replacement List will include only single men and married men without children who are within the

age groups liable, or who within the next six months will become liable for military service. Those within each plant department or operating unit who are to be replaced in the first month will be listed first, followed by those who are to be replaced in the second month, and so on. Month or period of replacement will be indicated by placing a check mark in the appropriate column opposite each man's name as follows:

(a) For those men who are to be replaced within the first six months, a check mark will be placed in the column indicating the month in which each will be replaced. Men for whom no deferment is requested and men who are to be replaced within 30 days will be listed first and will be checked for replacement in the first month. Men for whom a 60 day deferment is requested will be listed next and will be checked for replacement in the second month, and so on, covering the period of the first 6 months.

(b) Those men for whom deferment is to be requested for a period of more than 6 months, but for one year or less, will be listed next and will be checked in the column headed "6 months to 12 months."

(c) Those men for whom deferment of more than one year is to be requested, will be listed last and will be checked in the column headed "more than one year."

8. Order of listing on Replacement List

In the preparation of the Replacement List and determination of the order of listing, certain factors should be considered:

(a) Generally, those who will be replaced first will be those in occupations having the shortest training and replacement time. This factor, however, is subject to variation since employees in occupations having longer training times may be replaceable through hiring, transferring, or upgrading. Due consideration should also be given to previous and existing periods of deferment. In cases where employers are faced with the replacement of a large number of men in an occupation requiring a short time for training replacement, the employer may find it necessary to spread the replacement of such men over several months by scheduling a definite number each month as rapidly as replacements can be secured or trained, and absorbed in the plant.

(b) Generally, those who will be replaced first are those with the earliest availability for military service according to Selective Service status. Therefore, single men who are replaceable should be listed ahead of married men who are equally replaceable.

(c) Considering the above two factors, employees to be listed for replacement will be listed by order number with the lowest order number first. Thus registrants with equal or comparable replaceability and with equal Selective Service status will be listed on the Replacement List in accordance with order number. This will insure a system of replacement which will avoid discrimination since the Selective Service order numbers have been determined in an impartial manner.

9. Submission to and Acceptance by State Director

When an employer has completed the Replacement Schedule (Example A and Example B), he will submit the original and one copy to the State Director of Selective Service for the State in which the plant or activity is located. If the State Director of Selective Service, upon review, considers that the employer is providing for the replacement of registrants in a manner consistent with Selective Service policies, he will assign to the employer a

State Acceptance Number. After acceptance of a Replacement Schedule by the State Director, a copy of the complete Schedule will be furnished the appropriate Regional War Manpower Commission Director.

10. State Acceptance Number and Certification

When the State Director notifies the employer that his Replacement Schedule has been accepted, he will authorize the employer to use a certification on the Affidavit - Occupational Classification (Form 42A) and Occupational Certificate (Form 42B), which the employer will file in accordance with the Replacement Schedule. The certification will be in the following form:

Acceptance No. 37
Massachusetts State Headquarters
Selective Service System

This affidavit for occupational classification is filed in strict accordance with an accepted Replacement Schedule. This statement is made a part of this affidavit.

The employer will be required to reproduce on Forms 42A or 42B the certification in the form and with the State Acceptance Number prescribed. He may then file Forms 42A and 42B with local boards in the manner prescribed in paragraph 14 below.

11. Rejection by State Director

If the State Director of Selective Service, upon review of a Replacement Schedule, considers that the employer has not provided for the replacement of registrants in a manner consistent with Selective Service policies, the State Director will not accept such Replacement Schedule and will inform the employer in what respects the Replacement Schedule is not acceptable. If the State Director and employer cannot thereafter arrive at an acceptable Replacement Schedule, a copy of the submitted Replacement Schedule, together with the reasons for its rejection, will be forwarded by the State Director to the Regional War Manpower Commission Director.

12. Renewal of Replacement Schedule

When a Replacement Schedule has been accepted by the State Director, it shall, unless revised, continue in operation for a period of six months. At the end of six months, the employer will file a new Replacement Schedule, projecting the replacement of registrants by months into the next succeeding six month period. It will be advisable for the employer to submit Replacement Schedules thirty days in advance of the effective date. The renewal will be subject to acceptance or rejection by the State Director in the same manner as the original Replacement Schedule. When a Replacement Schedule has been renewed the same State Acceptance Number will be used.

13. Request to prepare Manning Table

If an employer has filed a Replacement Schedule which is not based upon a Manning Table, and the appropriate Regional War Manpower Commission Director determines that the employer should be required to make a Manning Table before submitting a new Replacement Schedule, he shall so notify the State Director of Selective Service 60 days in advance of the expiration of the Replacement Schedule then in operation. The State Director will advise the employer of such notification. If the employer declines to prepare a Manning Table, the State Director may refuse to renew the employer's Replacement Schedule.

14. Filing Affidavit - Occupational Classification (Form 42A)

The employer will file a new Form 42A bearing the State Acceptance Number and certification for all those men listed on a Replacement List for whom deferment is to be requested, as follows:

(a) The employer will file Forms 42A direct with the local board in the usual manner.

(b) If it is necessary to file a Form 42A for a man scheduled for replacement in 6 months or less, the employer will indicate the number of days for which deferment is requested. For example, the question on Form 42A "How long will it take you to replace this employee?" will be answered as follows: "60 days" - "90 days" - "180 days" etc.

(c) For all men who will be replaced in the second 6 month period, the question on Form 42A, "How long will it take you to replace this employee?" will be answered as follows: "6 months to 12 months."

(d) For all men remaining for whom deferment of more than one year is requested, the question on Form 42A, "How long will it take you to replace this employee?" will be answered as follows: "More than 12 months."

(e) It will not be necessary for the employer to file Form 42A for employees who have wives and children or who have children with whom they maintain a bona fide family relationship in their home. Instead, employer will file Form 42B, revised, for such employees.

(f) Sample copies of Form 42A and Form 42B, revised, with facsimile of acceptance stamp are attached.

15. Revision of Replacement Schedule

If circumstances should arise which warrant a revision in a Replacement Schedule, the State Director may approve such revision, and the employer will then be authorized to file such new Forms 42A as may be necessary under such approved revision. In addition to the State Acceptance Number and certification, the employer shall stamp or write on such new Forms 42A, the word "Revised" and the revised Forms 42A will supersede Forms 42A previously filed for such registrants.

Ralph M. Smith

RALPH M. SMITH
Colonel, J.A.G.D.
State Director

ABS:mg

Inclosures

Distribution Nos. 1 and 2

REPLACEMENT SUMMARY

Budget Bureau No. 33-RO44-42
Approval Expires June 30, 1943

EXAMPLE - A

List of Jobs - Selective Service Status of Workers

Company _____

Date _____ 19

Plant _____

Signed _____

Location _____

Title _____

Line No. or Code	LIST OF JOBS (Job Titles)	Number of Women	Number of Men not now to be con- sidered for Replacement on Example - B					Number of Men to be considered for Replace- ment on Example - B			Total of all Workers	Anticipated Maximum Number of Workers (Optional)
			Men with Minor Children	Class 4-F	Over Age	Under Age	Total	Single Men	Married Men without Children	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13
	DETAIL MFG. DEPT. MACHINE SHOP											
	Foreman		5		2		7		1	1	8	
	Sub-Foreman		6	1	3		10	2	3	5	15	
	Leadman		19	1	9		29	5	2	8	37	
	Milling Mach. Cpr.		20	2	15		37	10	11	21	58	
	Automatic Screw Mach. Opr.		10	2	6	1	19	8	21	29	48	
	Engine Lathe Opr.		7	3	7	3	20	27	11	38	58	
	Drill Press Opr.	42	20	5	10	61	138	32	41	73	211	
	Assembler "C"	824	550	69	179	231	1,853	237	294	531	2,384	
	ENGINEERING DEPT.											
	Chief Engineer				1		1				1	
	Administrative Engineer		1				1				1	
	Project Engineer		3		1		4		1	1	5	
	Layout Draftsman		16	2	12		30	3	14	22	52	
	Detail Draftsman	33	15	11	21	13	98	61	41	102	200	
	Expediter		3	1			4	1	1	2	6	
	Stock Clerk		4	1		1	6	3	5	8	14	
	Stock Chaser		4	1		3	8	11	8	19	27	
	TOTALS	4,515	3,403	422	1,797	1,290	11,427	1,643	1,772	3,501	14,928	

EXAMPLE - B

REPLACEMENT LIST

Budget Bureau No. 33-R044-42
Approval Expires June 30, 1943

List of Employees - Anticipated Replacements Per Month or Period

Company _____

Date _____ 19____

Plant _____

Signed _____

Location _____

Title _____

Line No. or Code	Job Title	Name	Year of Birth	Sel. Ser. Class	Married or Single	Local Board No. County State	Order No. (opt)	We will be prepared to replace these men within the month or period checked below									
								1st	2nd	3rd	4th	5th	6th	6 to 12 Mos.	Over 12 Mos.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
	DETAIL MFG. DEPT. MACHINE SHOP																
1	Foreman	Smith, John R.	'04	II-B	M	-									✓		
2	Sub-Foreman	Jones, Thomas L.	'09	III-B	S	-				✓							
3		Wilson, Jeffry E.	'12	III-A	S	-					✓						
4		Bradon, John R.	'11	II-B	S	-					✓						
5		Waite, Tim	'17	II-B	M	-						✓					
6		Mann, Joseph W.	'17	II-B	M	-							✓				
7	Leadman	Nichols, Roger	'15	III-B	S	-		✓						✓			
1463	ENGINEERING DEPT.	Colgan, Douglas	'22	Uncl.	M	-								✓			
1464	Project Engr.	Evans, John T.	'99	III-B	M	-									✓		
1465		Allan, B. C.	'07	II-B	S	-				✓							
1466	Layout Draftsman	Martin, Chas.	'09	II-B	S	-				✓							
1467		Park, Franklin	'09	III-A	M	-											
1468		Davis, Donald K.	'14	II-B	M	-				✓							
3499	Expediter	Furman, Oliver S.	'14	II-B	S	-					✓						
3500		Winter, Wm. C.	'17	III-A	M	-						✓			✓		
3501	Stock Clerk	Honan, W. H.	'21	I-A	S	-		✓									
		TOTALS						167	100	100	100	150	150	1250	1484		

SELECTIVE SERVICE SYSTEM

Budget Bureau No. 33-R002-42
Approval Expires March 31, 1943

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)

(Affidavit—Occupational Classification (General), Form 42; is provided
for use in activities where the items on this form are not applicable)

Name of registrant _____

Selective Service Order No. _____ Age _____

Local Board _____
(Number) (County) (City) (State)

Title of present job _____

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.:

Describe duties actually performed _____

(Be specific—include name of machine or machine tool, process, materials, etc.)

Date employed _____ Date entered present job _____

Average weekly rate of pay, \$ _____ Average hours worked per week _____

Prior work experience _____

Educational background _____

(Fill out if necessary to establish employee's qualifications for a particular job)

How long will it take you to replace this employee? _____

What specific steps have you taken to secure or train a replacement for this registrant? _____

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)—Continued.

Name of company _____
(Corporation, partnership, individual—if self-employed, so state)

Address of company _____
(Location of plant, office, or division where registrant is employed)

Description of the activities of this company _____

State specifically what proportion of your products currently produced are:
(a) for use in the war effort _____
(b) for civilian use _____

Is expansion or further conversion contemplated in war production? _____

Number employees now _____	Number additional needed in next 6 months _____	Number additional needed in next year _____
-------------------------------	--	--

Explain _____	Acceptance stamp to be affixed in this space.	_____
---------------	--	-------

Is a replacement training program in operation? _____	Contemplated? _____
Explain _____	_____

This form was completed at the plant or office of the company located at _____
and all correspondence relative to this affidavit should be so addressed.

I, _____, do solemnly swear (or affirm)
that I am _____ of the above-named company, and that the
(Official position)
foregoing statements are true to the best of my knowledge and belief.

(Signature)

Subscribed and sworn to before me this _____ day of _____, 19____

(Signature of official administering oath)

(Official designation of official administering oath)

INSTRUCTIONS: This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant is deferred, the employer must notify the Local Board promptly of any change in the registrant's job status, or if his employment is terminated.

SELECTIVE SERVICE SYSTEM OCCUPATIONAL CERTIFICATION

Budget Bureau No. 33-R016-42
Approval expires March 31, 1943

Name of employer _____

Address of employer _____

Brief description of activities of employer _____

Name of registrant _____ Order No. _____

Local board _____
(Number) (County) (City) (State)

Title of present job _____

Brief description of duties _____

Acceptance stamp to be
affixed in this space.

Is registrant employed full time? _____ Part time? _____

(If the registrant is self-employed, he may sign this certification himself)

I, _____, DO HEREBY CERTIFY that the foregoing
statements are true to the best of my knowledge and belief.

(Name of employer)

(Signature of person certifying)

_____, 19_____
(Date of mailing)

(Title)

GPO 16-31525-1

Instructions.—This form is to be filled out (including name of registrant and local board designation on return notice) by an employer or other person who has knowledge of the registrant's eligibility for Class III-B deferment under the provisions of section 622.31-1, Selective Service Regulations. If the registrant is self-employed, he may complete and file this form himself.

The local board will give consideration to the classification into Class III-B of the registrant for whom Form 42B is filed. If the local board upon review determines that the registrant should be considered for classification into a class available for military service, it will notify the employer by mailing him the attached notice, and will give him an opportunity to file Affidavit—Occupational Classification (Form 42 or Form 42A) for such registrant before completing the classification.

Budget Bureau No. 33-R016-42
Approval expires March 31, 1943

NOTICE TO EMPLOYER OF REOPENING CLASSIFICATION

_____, 19_____
(Date of mailing by local board)

Name of registrant _____ Order No. _____

Local board _____
(Number) (County) (City) (State)

The classification of the above-named registrant has been reviewed, and will be reopened and considered anew 15 days after the above date. If you wish to file Affidavit—Occupational Classification (Form 42 or Form 42A) because of the occupational necessity of this registrant, such evidence must be forwarded to the local board within this 15-day period.

refuse

Board of Selectmen
Southborough, Mass.
October 6, 1942

Mr. Edmund H. Bullard
Chairman, School Committee
Southborough, Mass.

Dear Sir:

It is the desire of the Board of
Selectmen that your Board obtain estimates of the
cost of building the necessary walks, for the use
of airplane spotters, on the roof of the South
Union School.

Kindly let us hear from you as soon as
you have obtained such estimates.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*
Clerk.

BS:HA

Defense

COPY

August 10, 1942

Mr. James E. O'Leary
Latisquama Road
Southborough, Mass.

Dear Mr. O'Leary:

This is to verify permission granted you by the Board of Selectmen at their meeting, August 7, 1942, for the expenditure of approximately five dollars, to send out oil-burner questionnaires.

This will also verify approval of your purchase of a new-type electric heater for use in the Spotting Post.

Yours truly,

BOARD OF SELECTMEN

By: Hamilton Armstrong

Clerk.

H:h

Refuse

COPY

August 10, 1942

Mr. Herbert A. Rice
Assistant to Director Region 3
Mass. Comm. on Public Safety
Worcester, Massachusetts

Dear Sir:

The Board of Selectmen of the Town of Southborough has accepted the resignation of Mr. Walter M. Offutt as Chairman of the Southborough Committee on Public Safety.

Until further notice, Mr. George A. Labarre, Chairman of the Board of Selectmen, will act as Chairman of the Public Safety Committee. Please forward all correspondence to Mr. Labarre.

The name of a Chief Air Raid Warden will be forwarded as soon as an active Warden can be found.

Yours truly,

BOARD OF SELECTMEN

By: Hamilton Armstrong
Clerk.

Defense

COPY

August 25, 1942

Mr. Edmund H. Bullard
Chairman, School Committee
Southborough, Massachusetts

Dear Sir:

At a meeting of the Board of Selectmen held August 21, 1942, it was decided to paint the Spotting Post building, walks, and railings, a color to blend with the roof of the South Union School.

It was decided to pay for paint and painting from the appropriation for Civilian Defense. The painter to be hired by your Committee.

Yours truly,

BOARD OF SELECTMEN

By: Hamilton Armstrong
Clerk.

BS:HA

Defense

November 27, 1942

Mr. Phillips D. Jones
Main Street
Southborough, Mass.

Dear Sir:

This is to notify you that at a meeting of the Board of Selectmen, held November 20, 1942, you were appointed, subject to the approval of the State Authorities, Chairman of the Southborough Committee on Public Safety, to fill the vacancy caused by the resignation of Mr. George A. Labarre.

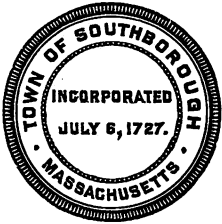
Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

BS:HA



ELEONORA FANTONY BURKE

TOWN OF SOUTHBOROUGH

OFFICE OF TOWN COUNSEL

SOUTHBOROUGH, MASS.

May 12, 1942

Mr. Harry Burnett, Chairman
Board of Selectmen
Town of Southborough, Massachusetts

Re: Proposed Wall-- St. Mark's School

Dear Mr. Burnett:

In reference to the above matter, it is my suggestion that before any action of any kind be taken, that St. Mark's School furnish the Town of Southborough with a blue print establishing the accurate location of the Town line. In such case, your Board would have definite and accurate information as to the location of the proposed wall. It is impossible to render any decision on the matter because of the lack of such accurate information.

Very truly yours,

Eleonora F. Burke

EFB:b

reference

COPY

May 22, 1942

The Saint Mark's School
Southborough, Mass.

Gentlemen:

Enclosed is a letter from our Town
Counsel regarding the proposed wall on School Street.

It is our desire that you furnish the
Town with a blue print as outlined in this letter.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

BS:HA
Enc.

COPY

June 1, 1942

Office of Production Management
Washington, D. C.

Gentlemen:

We desire to place a Street Light on School Street, in this Town, opposite the home of a family of seven children, whose father is working in New York on War Production work.

As this is an isolated section of our Town, it is very desirous that a Street Light be so placed.

We would request your approval, so that the Worcester Suburban Electric Company of Marlborough, Mass., may place this light for us soon.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk.

ALH:HA

Defense

Board of Selectmen
Southborough, Mass.
October 14, 1942

Mr. James E. O'Leary
Chairman, Advisory Board
Southborough, Mass.

Dear Sir:

At a meeting of the Board of Selectmen held
October 2, 1942 it was decided to ask approval of the
Advisory Board, so that \$2000.00 may be borrowed to
be added to the Civilian Defense Appropriation, to
pay for the expenses of the Rationing Board, the walks
on the South Union School roof, and additional heating
of the Town Hall. All these expenses are incurred by
the present emergency.

Yours truly,

BOARD OF SELECTMEN

By: *Hamilton Armstrong*

Clerk



LEVERETT SALTONSTALL
GOVERNOR

The Commonwealth of Massachusetts

Executive Department

State House, Boston

April 22, 1942

Board of Selectmen, Southborough,

Gentlemen:

I have just been notified by Mr. Leon Henderson, Director of Civilian Supply, that vastly expanded duties will be shortly thrown upon the rationing system of the country and my cooperation has been enlisted to see that Massachusetts lives up in full measure to the increased responsibilities.

I am informed by the State Administrator, Mr. Henry Parkman, Jr., that he has notified local Rationing Boards to prepare for their added duties by expanding their present office space and providing necessary office equipment. The Federal government will, I understand, supply administrative and clerical assistance wherever needed so as not to impose an impossible burden upon the volunteer members of Rationing Boards.

However, I am informed that Federal appropriations for rent and office equipment are so limited that reliance must be placed on local authorities to obtain space in local public buildings or elsewhere and to purchase equipment with local funds or furnish it from any available public supply. I feel sure that I shall have your complete and enthusiastic support in our common endeavor to make Massachusetts preeminent among the States of the Union in the conduct of the war on the home front.

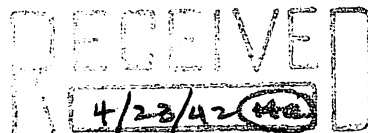
I trust that upon receipt of this letter you will at once communicate with the Chairman of your Local Rationing Board, ascertain the needs and endeavor to meet them in every way possible.

Thank you for your co-operation. With kind regards

Sincerely yours,

Leverett Saltonstall

LS/c





Deference

Boston, May 15, 1942

Chairman of the Board of Selectmen

Southboro, Mass.

Dear Sir,

As you undoubtedly know, the First Motor Squadron of the Massachusetts State Guard is again this year holding its summer camp at St. Mark's School.

Last year you were good enough to issue us licences for the sale of beers and ales at the Camp Canteen, these being seven daily licenses at the fee of \$1.00 per day.

I respectfully request that you issue us similar daily licenses for the camp this year, the days being June 21st through June 27th, 1942, inclusive. The canteen will be situated in the School Gymnasium on Marlboro Road. I should like to be licensed to sell from noon until ten P.M. each day if this is proper.

An answer at your early convenience would be very much appreciated.

I also addressed you last year in reference to the School swimming pond, which I understand is under your jurisdiction. It is my recollection that the Squadron took little, if any, advantage of this swimming last year, but it would be nonetheless welcome to have the privilege of using the pond.

Very truly yours

George S. Weld

George S. Weld, 1st Lieut. M.S.G.
131 State Street
Boston, Mass.

Defense
Boston, Mass.
May 15, 1942

Harry Burnett, Chairman
Board of Selectmen
Southborough

You are familiar with the impending difficulty of transportation being occasioned by the shortage of rubber and gasoline. We are confronted in this State with the home front "battle of rubber". The railroad, street car and bus operators are, of course, prepared to render service to the utmost of their capacity which necessarily, however, is limited. Under the gas rationing now taking place provision is being made for gasoline for private cars in limited amounts for essential transportation for defense workers and the public in general.

You are requested to name immediately a local administrator and a war transportation committee of representatives of industry, labor, local business, transportation, city police and traffic departments, schools, civic and improvement groups, said committee to cooperate with the local administrator to work out plans for groups or swap riding to industrial plants (2) staggering of school and working hours and (3) improving regulation of state traffic to make possible more efficient movements of passenger vehicles all of the above being in conformity with the national program of conservation of vital war transportation sponsored by the highway traffic advisory committee to the War Department which has the full approval of the United States Office of Defense Transportation. Each community has its own particular problems. No centralized attempt is being made to prescribe precise details which can be worked out only through the local officials, employers and workers in each community. Please ~~go~~ act at once

the name of the local administrator you designate and confirm by mail the committee appointed. I will then forward you brochure of operation of plan which has been successful in other communities. Please bear in mind that all available equipment of regularly authorized transportation probably cannot carry the load swap or group riding to defense plants, schools and business centers will prolong the usefulness of existing private cars and greatly contribute to the nations war effort.

(signed) Carroll L. Means, State Administrator
War Transportation Conservation Program
Department of Public Utilities
Room 167, State House, Boston

Received - Mrs. J. Falcone over telephone.

Copies to Board, May 20, 1942: H. Crumstrong Clerk.

Defense

April 27, 1942

New England Telephone & Telegraph Co.

Main Street

Marlboro, Mass.

Attention: Mr. Guy Sturgis

Gentlemen:

Confirming our telephone conversation,
will you put the Spotting Post at the South Union
School on a single line and oblige.

This telephone, 1027-W, is at present
listed under the Town of Southborough, School
Dept., Cordaville School. I think this listing
should continue but we do not want a listing for
the Spotting Post.

Very truly yours,

Harry Burnett
Chairman

HB/nhf

C O P Y

5/20/42

EXTRACT FROM OFFICIAL RELEASE BY LEON HENDERSON
PRICE ADMINISTRATOR

Section 1394.32 of the Emergency Gasoline Rationing Regulations authorizes the issuance of a Class X card if all or substantially all of the use of the vehicle in question is certified by the applicant to be for the official business of a Federal, State, local or foreign government or government agency.

A car is deemed used for official business to the extent that it is actually driven on government business in carrying out the functions of the particular agency or office.

Use of a car by any Federal or State employee for driving to and from his work entitled such person to an appropriate A or B card, and if necessary he may file an application with his Local Board for a supplementary ration. Such use is not official business. But if a person is otherwise eligible for an X card, he may use that card for gasoline necessary to get to and from work.

Persons who have received an X card under an erroneous or mistaken interpretation of the intent of the regulation may return the X card to any registration place and apply for a card of the proper class.

I am relying on the good faith and patriotism of those who hold X cards to see to it that the privilege is not abused for private use.

Committee on Public Safety

SOUTHBOROUGH, MASSACHUSETTS

May 20, 1942

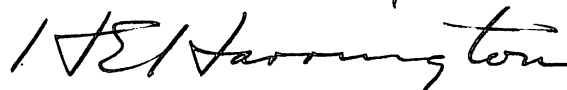
Board of Selectmen
Southborough, Mass.

Gentlemen:

I have just received an estimate from John Boland of \$20.00 to open the now permanently closed windows on the Spotting Post, and install screens and a screen door.

It is my understanding that you have approved the carrying out of this work and simply wished to have an estimate as to its cost.

Sincerely yours,



H. E. Harrington
Acting Chairman

HEH/nhf

File

COMMISSION ON ADMINISTRATION AND FINANCE

May 22, 1942.

To all Mayors and Chairmen of Boards of Selectmen:

By direction of His Excellency, the Governor, I am enclosing herewith for your consideration a copy of a bulletin issued by Henry Parkman, Jr., State Rationing Director. His Excellency directs me to inform you that he has this day requested a list of all of the so-called "X" cards held by employees of the Commonwealth for use in either State-owned or privately-owned automobiles, and respectfully suggests that you secure the same information for your own guidance.

Very sincerely,

Paul W. Foster
Paul W. Foster
Chairman.

Enc.
F/D

COPY

THE COMMONWEALTH OF MASSACHUSETTS

Department of Public Works

Office of the Commissioner

100 Nashua St., Boston

May 26, 1942

His Excellency Leverett Saltonstall
Governor of the Commonwealth
State House
Boston, Massachusetts

Dear Sir:

This is in reply to your letter of May 20, requesting a survey to determine the advisability of turning off or curtailing the use of traffic control signals to further conserve the use of gasoline and tires.

Our Traffic Engineer, Mr. Edgar F. Copell, reports that there are 840 municipally owned signals, 179 state owned signals on state highway, and 18 state owned signals on M. D. C. parkways.

Of these there are 36 municipal signals and 16 state highway signals in the 3 mile coastal dimout strip from the edge of the Boston skyglow area northerly to New Hampshire and southerly to Rhode Island. Within the skyglow area measured on a 12 mile radius from Boston City Hall there are 517 municipal signals, 54 state highway signals, and 18 M. D. C. signals.

The majority of municipal and M. D. C. signals operate on a pre-timed basis and become increasingly inefficient in the matter of vehicular delay as traffic volume decreases. On the other hand the majority of state highway signals are traffic or pedestrian actuated and therefore retain their efficiency in both light and heavy traffic conditions.

Conditions in the dimout areas which require the dimming of headlights and 15 M. P. H. speed, warrant the discontinuance of automatic operation of pretimed signals between sundown and 7 A. M. and in these cases flashing operation should be sufficient to attain safety without delay.

However, prevailing conditions within the 12 mile radius of Greater Boston and the rest of the state which is now unrestricted under dimout regulations, vary according to local traffic demands. It is my belief that the local traffic authorities in each city or town should be permitted to use their own judgment in curtailing the hours of automatic operation of municipal signals outside the 3 mile coastline dimout areas, subject to the approval of this Department. Pretimed signals on secondary,

(over)

state highway routes can also be placed on flashing operation at sundown. It does not appear advisable, however, to curtail the use of any traffic actuated, manual or pedestrian actuated signals at this time, since these types of signals only stop through traffic when necessary for safety.

Therefore, the following recommendations are made for the curtailment of traffic control signal automatic operation.

1. That all pretimed signals in the 3 mile dimout strip be placed on flashing operation between sundown and 7 A. M.
2. That all state, city and town traffic authorities be advised to give consideration to shortening the hours of automatic operation of their pretimed signals outside of the dimout strip and to proceed upon the dictates of their own judgment.
3. That all vehicular and pedestrian actuated signals remain in operation without curtailment.

Any questions on the above should be referred to the Department of Public Works, Traffic Engineering Division.

For your information I might add that there has been a demand from sources that a general shutdown of signals should be considered. These suggestions have been given consideration and such action is deemed unwise at the present time.

Very truly yours,

/s/ Herman A. MacDonald

HERMAN A. MacDONALD
Commissioner



The Commonwealth of Massachusetts

Executive Department

State House, Boston

LEVERETT SALTONSTALL
GOVERNOR

June 1, 1942

To all Mayors and Chairmen of Boards of Selectmen:

Attached herewith is a copy of a letter dated May 26 from Commissioner Herman A. MacDonald, of the Department of Public Works, to me. This is in response to my request for an investigation of curtailing the use of traffic control signals to conserve further the use of gasoline and rubber.

You will note the three recommendations that Commissioner MacDonald makes. I have requested him to put them into operation on all highways controlled by the State Department of Public Works.

I would respectfully request you to give this matter your consideration, and take what action on the highways within your control that you deem helpful.

Very respectfully yours,

A handwritten signature in cursive script, appearing to read "Leverett Saltonstall".

Leverett Saltonstall
Governor of the Commonwealth

LS:sd
Enc.

HEADQUARTERS 21st INF. MSG
STATE ARMORY
WORCESTER, MASSACHUSETTS

Date January 5, 1942

MEMO TO: Board of Selectmen
Southboro, Mass.

Town employees in Mass. State Guard

Major Harry Burnett Hq. 21st Inf. M.S. G.

Pvt. Francis J. Merrill Co. F 21st Inf. M.S.G.
Daily pay rate \$ 1.55

A.P. Snow
A.P. Snow
2d Lt. Hq, 21st Inf.

Reed
1/7/42 (46)

In reply refer to
Subject No.

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE ADJUTANT GENERAL



THE COMMONWEALTH OF MASSACHUSETTS

MILITARY DIVISION

THE ADJUTANT GENERAL'S OFFICE

259 STATE HOUSE, BOSTON

January 8, 1942

Chairman, Board of Selectmen
Southborough
Massachusetts

Dear Sir:

As you have already seen in the newspapers, the War Department has declared Massachusetts to be within the Theatre of Operations of the U. S. Army.

Army Authorities have expressed considerable concern regarding the military protective measures being taken by each community within the Commonwealth.

Reports from abroad over a period of the last two years, more particularly from the Philippines within the last month, have indicated the fact that localized military units are necessary in every town and city if a country is to repel attack not only by parachutists and air-borne troops, but also by armed bodies of Fifth-Columnists. Danger from these sorts of enemy actions is a very real threat today, particularly in sparsely inhabited areas and in the smaller cities and towns.

Properly trained and equipped military units are the only solution to this problem as it is easily understandable that civilian organizations are not instructed or armed to meet such situations.

The inclosed circular will explain how a military unit may be organized in your community.

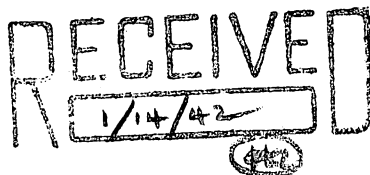
Your prompt consideration and cooperation is earnestly requested.

Sincerely yours,


EDGAR C. ERICKSON

Brig. Gen., A.G.D., Mass. N.G.
The Adjutant General

Incl.



COMMONWEALTH OF MASSACHUSETTS
MILITARY DIVISION
The Adjutant General's Office

Boston, December 8, 1941

INFORMATION RELATIVE TO MASSACHUSETTS STATE GUARD RESERVE UNITS:

1. AUTHORIZATION. Under an Executive Order issued by His Excellency the Governor, any town may organize a State Guard Reserve Unit and have it authorized under the law. Many towns have organized such units and a great many others are giving the matter consideration. For this reason, the answers to questions most frequently asked are given in the following information.

2. AUTHORIZATION OF UNIT. There is no difference in the requirements either as to ability or physical makeup between the regular State Guard and the State Guard Reserve. Basically, both will be handled in the same manner. However, there may be differences in the training directive, depending on the general type of work for which they were brought into being. In addition, there are two slight organizational differences; first, the Reserve may be considered primarily as a stationary Home Guard in contrast to the mobile regular State Guard; second, all expenses attached to the organization of a Reserve Unit are to be borne locally and not by the State. No units will be authorized without the approval of the Board of Selectmen of the Town concerned, as it is felt that members of such Boards should be consulted and should support such a move before it is approved by The Adjutant General.

3. PROCEDURE. Any town intending to organize a unit of the Massachusetts State Guard Reserve must first have the Board of Selectmen submit a letter to The Adjutant General naming a person in the community with previous military experience who they feel is qualified to act as the Recruiting Officer and organizer for the unit. This man will then be ordered before the Military Service Commission at the State House in Boston for examination. When he has been accepted, commissioned and assigned to duty by The Adjutant General, he will then be authorized to accept enlistments for the local unit.

4. INSPECTION. When the unit has been recruited to two-thirds of the enlisted strength allotted in the applicable table of organization, request will then be made to The Adjutant General by the Recruiting Officer to have the unit inspected for State recognition. This request must be made not less than ten days prior to the date selected for inspection and will state the name and rank of the unit commander, and the place, date and hour when the unit is to be presented for acceptance. The Adjutant General will then designate an Inspector who will communicate with the Commanding Officer relative to further details of the inspection.

5. ENLISTMENT CAUTION. No application for commission or enlistment will be accepted if the individual is a member of or affiliated with any organization whose purposes or activities are subversive to the Government of the United States or the Commonwealth. For this reason, Recruiting Officers are cautioned to investigate carefully before accepting the application of anyone who wishes to enlist in the unit.

6. PHYSICAL REQUIREMENTS. All individuals will be required to pass a physical examination by competent doctors. No applicant for commission or enlistment will be accepted if he has a physical defect which would prevent him from rendering proper military service. Many requests are being received for waivers from men with physical defects that might develop into disabilities under the service the State Guard Reserve may be called upon to perform. It has been found necessary, in most cases, to disapprove these requests as it is not in the best interests of the State Guard Reserve or the State to grant such waivers.

7. AGE LIMIT. When the State Guard was established, the age limit set for enlistment (twenty-one to fifty years) was carefully considered and fixed not only with a view to the duties that the State Guard Reserve might be called upon to perform, but also in the light of past experience. Many requests have been received for waivers of men both over and under the age limit. Applications for waiver must give convincing reasons why it would be to the best interests of the State Guard Reserve as a whole to grant such a waiver, and must also state why other men falling within the accepted age limit are not available in the community. Quality and not quantity is what is wanted in the State Guard Reserve.

8. MILITARY EXPERIENCE. While it is desirable to recruit those who have had prior military experience, there are a great many men between the ages of twenty-one and thirty-five, who, if they were not married or otherwise deferred, might have been drafted. In other words, many of these men are physically equipped to do the work of the State Guard Reserve and most of them are anxious to do their part in this emergency if it does not entail leaving their families or jobs. This group constitutes a tremendous reservoir of manpower for the State Guard Reserve and should be examined thoroughly in every community where enlistment is undertaken.

9. PERIOD OF SERVICE. All original enlistments will be made in the grade of "Private" and will be for three years, unless sooner discharged. Reenlistments will be for one year. Discharge will be granted only by The Adjutant General upon application of a Unit Commander and will be given only for specific reasons clearly stated in the application. Reasons for discharges are:

- a. When reaching the age of 64.
- b. Business reasons.
- c. Educational reasons.
- d. Permanent change of address.
- e. Desertion.
- f. Physical Disability.
- g. Inaptitude or misconduct.
- h. Sentence of civil court.
- i. State authority for reasons not covered above.

10. COMMISSIONS. The Military Service Commission has specified that any candidate for examination of eligibility for appointment or promotion as an officer shall be given five questions in each of the subjects listed below.

He must receive at least 65% in each subject; if he fails to pass in any one subject, he fails to pass the entire examination. He may, however be reexamined at a later date. Required subjects for the grades of Second Lieutenant, First Lieutenant and Captain respectively, are as follows:

Second Lieutenant

Administration
Military Discipline, Courtesies and Customs of the Service
Military Law
Interior Guard Duty
Map Reading
Military Sanitation and First Aid
Close Order Drill
Defense Against Chemical Attack

First Lieutenant

Map Reading
Administration
Close Order Drill
Supply and Mess Management
Property and Funds
Scouting and Patrolling
Combat Principles to include Platoons
Defense Against Chemical Attack

Captain

Combat Orders -- Infantry
Training Management
Company - Defensive and Offensive Combat
Infantry Defense Against Aircraft
Infantry Signal Communications

It is not presently contemplated to have officers above the rank of Captain in the State Guard Reserve. If, however, any change in these plans is made, specifications will be set forth accordingly.

11. TYPES OF UNITS. The State Guard Reserve is authorized to consist of such lists of officers in the several grades and branches, and of such units to consist of officers and enlisted men in such grades and branches, as may be indicated from time to time in orders issued by The Adjutant General and approved by the Commander-in-Chief. The types of units currently being authorized under the State Guard Reserve are shown in the tables of organization on the last page.

12. JOINT UNITS. In some cases, it has been found that a town, due to its size, is unable to recruit sufficient manpower to qualify for recognition. In such cases, two neighboring towns have combined to form one unit. This can be done only by special authorization by the Adjutant General and, in such cases, each of the two towns requesting this must furnish one full platoon. It is also necessary that the authorization of a unit and the nomination for a Recruiting Officer be signed by both Boards of Selectmen.

13. EQUIPMENT. Towns are expected to provide their respective units with some place in which they can drill; this to be done without expense to the Commonwealth. In addition, any expense in the way of equipment or other material used by the Company is to be provided locally and paid for from town or private funds. Several communities have conducted special events which have raised more than enough money to equip adequately their local unit. In some cases the town has been able to provide this money. In addition, Chapter 487 of the Acts of 1941, approved July 17, 1941, permits any city or town to raise or appropriate money for the purpose of organizing and equipping a Reserve unit. The Adjutant General's Department will loan each unit forty rifles for purposes of instruction in the Manual of Arms as soon as they are obtainable from the Federal Government. Unit Commanders will be held responsible for the safeguarding, care and proper use of these rifles. Shoulder patches will be issued to those units which have uniforms.

14. UNIFORM. Winter Uniform: The winter uniform of the State Guard Reserve will be the same as that prescribed for the regular State Guard.
Summer Uniform: A summer uniform of chino shirt, trousers, and overseas cap, similar to that worn by the State Guard, is authorized.

15. DUTY. The Adjutant General will not order any organized unit of the State Guard Reserve to active duty away from its home station except on a voluntary basis and then only after proper notification has been given to the Town authorities.

16. AUTHORITY. While all Reserve units constitute a regular part of the Military forces of the Commonwealth and are consequently under direct command of the Governor as Commander-in-Chief, nevertheless they will be separate units not attached to any organization and the Board of Selectmen of a town can exercise authority over such a unit in an emergency as set forth in Section 19 of Chapter 33 of the General Laws as quoted below:

"SECTION 19. In case of public catastrophe other than one referred to in section eighteen, and when the usual police provisions are inadequate to preserve order and afford protection to persons and property, and the fact appears to the commander-in-chief, to the sheriff of a county, to the mayor of a city or to the selectmen of a town, the commander-in-chief may issue his order, or such sheriff, mayor or selectmen may issue a precept, directed to any commander of a division, brigade, regiment, naval brigade or battalion, battalion, squadron or company, within the jurisdiction of the officer issuing such order or precept, directing him to order his command, or any part thereof, to appear at a time and place therein specified to aid the civil authority in preserving order, affording such protection and supporting the laws; which precept shall be in substance as follows:

"COMMONWEALTH OF MASSACHUSETTS

TO (Insert the officer's title) A.B., COMMANDING (insert his command)
WHEREAS, It appears to (the sheriff, mayor or the selectmen) of the (county, city or town) of _____, that (here state one or more of the causes above mentioned) in our _____ of _____, and that military force is necessary to aid the civil authority. Now, therefore, we command you that you cause (the command or such part thereof as

may be desired), armed and equipped with ammunition and with proper officers, to appear at _____, on _____, then and there to obey such orders as may be given according to law. Hereof fail not at your peril, and have you there this precept with your doings returned thereon.

"This precept shall be signed by the sheriff, mayor or selectmen, and may be varied to suit the circumstances of the case; and a copy of the same shall immediately be forwarded by the sheriff, mayor or selectmen to the commander-in-chief."

17. TABLES OF ORGANIZATION.

Military Police Company

1 Captain
1 First Lieutenant
1 Second Lieutenant
3 total commissioned

1 First Sergeant
1 Staff Sergeant
1 Mess and Supply Sergeant
4 Sergeants
5 Corporals (1 Company Clerk)
2 Cooks
1 Bugler
30 Privates first class and Privates
45 total enlisted

Rifle Company

1 Captain
1 First Lieutenant
1 Second Lieutenant
3 total commissioned

1 First Sergeant
1 Mess Sergeant
1 Supply Sergeant
4 Duty Sergeants
7 Corporals (1 Company Clerk)
2 Cooks
2 Musicians
43 Privates First class and Privates
61 total enlisted.

By command of the Commander-in-Chief:

OFFICIAL:

PORTER B. CHASE
Col., Mass. N.G. Ret.
Adjutant General

EDGAR C. ERICKSON
Brig. Gen., A.G.D., Mass. N.G.
The Adjutant General

CP:ivm

Specification for shelter to be built at South Union School

Shelter to be built of permanent construction over present trap door in roof 8 ft x 8 ft - 7 ft high

Tram - 2x4 floor joist, graded so as not to injure present roof.

2x4 wall studs & rafters. Outside to be covered with novelty siding with 3 half windows 27" x 26" and one permanent outside door. Floor to be doubled hard pine roofers with paper between first and second floor. Roof to be hard pine roofers covered with slate surface paper.

Inside walls and ceiling to be covered with celotex.

Above roof an observation tower will be built which may be removed at some later time.

In drawing up these specifications I have planned to build this shelter so that it may be permanent and of some use after the emergency is over.

I will build the above for the sum of \$182.⁰⁰

AIR RAID SHELTERS~

(From Engineering and Inspection Division, The Travelers Insurance Company, Hartford, Connecticut)

Certain fundamental considerations for air-raid shelters have been drawn up in Hartford, by a committee headed by James A. Burbank, Superintendent of the Engineering and Inspection Division of The Travelers Insurance Company. Owners of buildings that might be used for such shelters, lessees whose employees (and perhaps other persons) may use them, and, no doubt, public authorities, will wish to know what these considerations are, so that there will be as few delays as possible in case of an emergency. The public also will tend to be reassured if they know the general nature of the precautions that have been planned and the steps that have been taken to provide for their safety.

The first consideration, of course, is the suitability of the buildings for protective purposes. This must be determined by careful inspection by qualified authorities. When the buildings have been selected they must be plainly marked, and they should be made available 24 hours a day.

With regard to the general operation and maintenance of the shelters, the report of the committee states that basic plans should include provisions for the following items:

1. Each establishment should be prepared to be self-sustaining with no assistance from the community throughout periods of alarm.
2. The sections of the structure designated as shelters should be available to the public on a 24-hour day through such co-operative arrangements as may be worked out with Federal, state or municipal government.
3. Each establishment should make detailed plans for the movement of occupants who may be in the building or who may wish to enter the building.



4. Special provision should be made for the additional risks which result from overcrowding buildings.
5. Establishments should be held responsible that all their employees know what to do in the event of an alarm. They should provide that a suitable proportion of employees be trained in first aid, fire fighting, salvage and possibly anti-gas measures and that they be properly equipped.
6. Definite instructions should be formulated for key workers who are responsible for such duties as closing gas or water valves and tending boilers. These persons should be posted in pairs in case of casualties.
7. Each establishment should include in its plans a guard system to foil any and all attempts at looting; theft and sabotage.
8. Establishments should arrange for the installation of distinctive, audible alarm signals for the guidance of occupants.
9. Establishments should provide means for communication with essential public services. Fire, Police, Water and Medical Departments.
10. Megaphone and microphone loud speaking equipment will probably be desirable for places of congregation.
11. A few simple portable screens may be desirable around first aid cases should that need arise.
12. Drinking water and toilet facilities should be available to shelter areas.
13. Consideration must be given to proper directional signs and painted indicators both inside the building and outside of it in the immediate vicinity.

Copy
January 5, 1942

Mr. Joseph W. O'Connor
Colonel 21st Infantry M. S. G.
State Armory
Worcester, Massachusetts

Dear Sir:

In reply to your recent letter to the Board of Selectmen of the Town of Southborough regarding employees of the Town serving on Guard duty with the Massachusetts State Guard; we do not know of any persons in our employ at present who are members of the Guard, however if there are any such persons, we would appreciate a report on the number of days served on Guard duty, and the rate of pay received.

Yours truly,

BOARD OF SELECTMEN

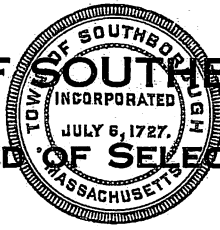
By: *Hamilton Armstrong*

Clerk.

BS:HA

TOWN OF SOUTH BOROUGH

BOARD OF SELECTMEN



File
Defense

BRANCHES
WORCESTER, MASS.
46 CHANDLER ST.
TEL. 3-6975
PROVIDENCE, R. I.
94 BROADWAY
TEL. GASPEE 0623

THE EASTERN COMPANY
620 MEMORIAL DRIVE - - - CAMBRIDGE, MASS.
TELEPHONE-TROWBRIDGE 4720

DISTRIBUTORS
OF
RCA VICTOR
KELVINATOR
LEONARD
BENDIX
IRONRITE
DUCHESS WASHERS
PREMIER CLEANERS
RADIO PARTS

October 28, 1941

Alton B. Spurr
Chairman of Selectmen
Southborough, Mass.

Dear Sir:

We are addressing this communication of vital importance to you because undoubtedly all matters relating to national defense, insofar as your community is concerned, center in your office. You are aware of the fact that a great many communities on the Eastern seaboard of the United States are giving serious consideration to various defense measures among which air raid alarm systems rank very high.

The Radio Corporation of America is, as you know, extensively engaged in defense engineering and manufacturing of every description. It is as their representatives in this area that we offer our services in connection with any air raid defense measures you may be contemplating.

We have available a system designed by RCA engineers for the purpose of air raid alarms. By means of an oscillator device this RCA air raid alarm system introduces a signal into amplifiers which broadcast an alarm as required through loudspeakers. A signal of any desired character is obtained by varying the frequency of the oscillator. The advantages of the RCA Air Raid Alarm System are:

- 1 - The alarm signal is distinctive in tone so that it cannot be confused with Police, Fire, Ambulance Sirens, Fog Horns, or Factory Whistles. The most penetrating of sounds may be generated.
- 2 - Tonal characteristics may be varied so that a separate signal may be given for air raid alarm, gas attack, etc.
- 3 - A microphone may be used for voice transmission to the public for their safety during air raids or for carrying instructions to the public at any time. This feature is very important and distinctive with the RCA Air Raid Alarm type of system.
- 4 - The RCA Air Raid Alarm System is relatively portable, is adjustable to all types of locations and has greater flexibility than other sound or warning devices. In addition the system can be supplied

in mobile form if desired.

Particularly important to any community in considering the expenditure of money for an air raid alarm system is the consideration of the utility of the equipment after the national emergency has passed. The RCA system after having served its purpose during the present emergency can readily be applied to normal uses in civic life such as traffic signals, public address systems in the event of a public disaster such as fire or hurricane, sound reinforcement at Band Concerts and a multitude of uses.

We have the RCA Air Raid Alarm System ready for demonstration. We are enclosing a postcard for your convenience in communicating with us. Please indicate on this card if you desire a demonstration of the RCA Air Raid Alarm System and the proper city official with whom we should communicate.

Upon receipt of this return postcard, we shall notify you as to the earliest possible date and exact time that we shall be able to demonstrate the Air Raid Alarm System equipment to your city or town.

Very truly yours,

THE EASTERN COMPANY

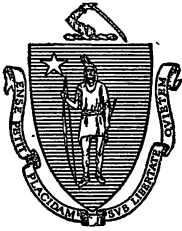
A handwritten signature in dark ink, appearing to read "Alan Steinert", with a long horizontal stroke extending to the right.

Alan Steinert,
President

S'ee

In reply refer to
Subject No.

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE ADJUTANT GENERAL



THE COMMONWEALTH OF MASSACHUSETTS

MILITARY DIVISION

THE ADJUTANT GENERAL'S OFFICE

259 STATE HOUSE, BOSTON

May 1, 1941

Chairman
Board of Selectmen
Southborough, Massachusetts

Dear Sir:

So many questions have been asked during the past few weeks about the State Guard and the State Guard Reserve by Selectmen and other persons that it is considered advisable to send this information to all who may be interested.

When the State Guard was organized, it was specified that units would be authorized in those cities and towns that had supported units of the National Guard before its induction into Federal service. Because so many towns did not come within this class, it was considered advisable to organize a State Guard Reserve so that the people of any town could organize Home Guard units and, by affiliating them with the State Guard Reserve, have them authorized under the law.

Several towns are now organizing such units and many others are giving the matter consideration. The inclosed copy of the Governor's Executive Order creating the State Guard Reserve and regulations under which a unit can be organized, will, it is believed, give you the information necessary for any group in your town desiring to form such a Home Guard unit. No such unit will be authorized without the approval of the Board of Selectmen of the towns concerned, as it is felt that members of such Boards should be consulted and should support such a move before it is approved by this office. Such an organization can be a valuable asset to your town and, so that you may know the authority that your Board can exercise over such a unit in an emergency, Section 19 of Chapter 33 of the General Laws, as amended, is quoted below.

"SECTION 19. In case of public catastrophe other than one referred to in section eighteen, and when the usual police provisions are inadequate to preserve order and afford protection to persons and

RECEIVED
MAY 3 - 1941

property, and the fact appears to the commander-in-chief, to the sheriff of a county, to the mayor of a city or to the selectmen of a town, the commander-in-chief may issue his order, or such sheriff, mayor or selectmen may issue a precept, directed to any commander of a division, brigade, regiment, naval brigade or battalion, squadron or company, within the jurisdiction of the officer issuing such order or precept, directing him to order his command, or any part thereof, to appear at a time and place therein specified to aid the civil authority in preserving order, affording such protection and supporting the laws; which precept shall be in substance as follows:

"COMMONWEALTH OF MASSACHUSETTS.

TO (insert the officer's title) A.B., COMMANDING (insert his command).


WHEREAS, It appears to (the sheriff, mayor or the selectmen) of the (county, city or town) of , that (here state one or more of the causes above mentioned) in our of , and that military force is necessary to aid the civil authority. Now, therefore, we command you that you cause (the command or such part thereof as may be desired), armed and equipped with ammunition and with proper officers, to appear at , on then and there to obey such orders as may be given according to law. Hereof fail not at your peril, and have you there this precept with your doings returned thereon.

"This precept shall be signed by the sheriff, mayor or selectmen, and may be varied to suit the circumstances of the case; and a copy of the same shall immediately be forwarded by the sheriff, mayor or selectmen to the commander-in-chief."

Such a unit should be trained in military tactics, and particularly in defense tactics as associated with your own town. In other words, it would be purely a local defense force at the present time, planning for the defense of your home town in case of an emergency, hoping that such an emergency never comes.

Your consideration of this matter will be greatly appreciated by this office.

Very truly yours,


EDGAR C. ERICKSON
Brig.Gen., A.G.D., Mass.N.G.
The Adjutant General

THE COMMONWEALTH OF MASSACHUSETTS
MILITARY DIVISION
The Adjutant General's Office

Boston, February 28, 1941.

GENERAL ORDERS

No. 5

(EXTRACT)

* * * * *

II. STATE GUARD RESERVE
(PRESCRIBED ORGANIZATION OF)

1. The following is published for the information and guidance of all concerned:

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE DEPARTMENT

Boston, February 17, 1941.

EXECUTIVE ORDER

1. In accordance with and by virtue of the authority vested in me by Sections 7, 8, 9 and 66 of Chapter 33 of the General Laws, I prescribe the organization of the Massachusetts State Guard Reserve, to consist of such lists of officers in the several grades and branches and of such units to consist of officers and enlisted men in such grades and branches as may hereafter be indicated from time to time in orders issued by The Adjutant General, and approved by the Commander-in-Chief.

2. All officers and enlisted men of the Massachusetts State Guard Reserve shall be commissioned and enlisted in accordance with the provisions of Chapter 33 of the General Laws, and shall have the duties and responsibilities therein prescribed.

LEVERETT SALTONSTALL
Governor and Commander-in-Chief.

III. STATE GUARD RESERVE (GENERAL).

1. The State Guard Reserve shall be governed, disciplined and trained in accordance with the provisions of Chapter 33 of the General Laws and with regulations conforming thereto, promulgated from time to time by the Commander-in-Chief.

2. In so far as practicable, the personnel of the State Guard Reserve shall be selected from male citizens of the Commonwealth who are not members of the armed forces of the United States and who are within the age limits hereinafter provided, who have had prior military service in the land or naval forces of the United States during peace or war or in the reserve thereof, or in the National Guard, Naval Militia, or State Guard. All individuals will be required to pass a physical examination by medical officers of the State Guard.

3. No applicant for commission or enlistment will be accepted if he has a physical defect which would prevent him from rendering proper military service in the State Guard Reserve, or if he is a member of or affiliated with any organization whose purposes or activities are subversive to the government of the United States or of the Commonwealth.

G.O. No. 5, pars. II and III, 1941.

4. Applicants for commission in the State Guard Reserve will preferably be chosen from among those individuals who have had prior military service as commissioned officers. They will be required to undergo such professional examination or ability test to determine their qualification for the office as may be prescribed from time to time by the Military Service Commission.

5. Original enlistments will be for three years unless sooner discharged by proper authority. Reenlistments will be for one year. Enlistments will be confined to those individuals who have reached their twenty-first birthday and who have not passed their fiftieth birthday and will not include those who have been classified in Class I by Selective Service Local Boards.

By command of the Commander-in-Chief:

EDGAR C. ERICKSON
Brig.Gen., A.G.D., Mass.N.G.
The Adjutant General

OFFICIAL:

PORTER B. CHASE
Col., Mass.N.G.Ret.
Adjutant General

ECE:ivm

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT**

WASHINGTON, D. C.

May , 1941

*File
National
Defense*

**SUBJECT: Civilian Defense
Protective Construction - Bulletin No. 1**

Included in the civilian defense publications being issued by this Division is a series on protective construction. A copy of the first bulletin of this series is enclosed for your information. It has been prepared by the War Department in cooperation with other agencies.

The information is distributed at this time so that State and municipal officials and civilian engineers may consider plans and procedures that can be followed if an emergency arises.

Frank B. Bay
Director, Division of
State and Local Cooperation

RECEIVED
MAY 15 1941

th

File
Selective
Ser.

Massachusetts State Headquarters
For
Selective Service
93 Massachusetts Avenue
Boston, Mass.

RCC;md

RECEIVED
FEB 24 1941

February 20, 1941.

NOTES ON OCCUPATIONAL DEFERMENTS

1. Present status of occupational deferments. On February 8th, 24% of the approximate half million registrants of Massachusetts had been classified. Of this number 10.8% were placed in Class I-A, 2.7% in Class II-A. In view of the fact that total quotas for February and March will amount to 14,985, we would like to present to industry the necessity of correctly filing Form 42 for employees who may come under the term of "necessary man" as defined in Selective Service Regulations, paragraph 351.

It is natural that mistakes and some misunderstandings by employers have been made on some of the questions on Occupational Deferments. Local Boards are finding it increasingly difficult to fill their quotas in Class I-A and as the demand for trainees reaches its peak in March, they will be extremely busy with the simple mechanics of operating Local Boards. The members of these Boards are doing a splendid patriotic duty without any compensation, and employers can help to expedite their work by giving a more complete picture of their situation and their employee's job. It has been the experience of State Headquarters that in nearly every case of a difference of opinion between Local Boards and industry on occupational deferment, that this has been the result of incomplete information regarding the duties of the registrant. Employers should realize that it is their responsibility to assist the Local Boards in classifying, by presenting a clear cut case.

2. Material for Form 42 which would help Local Boards:

(a) Submit Form 42 in time for the Local Boards to correctly classify their registrants. It is extremely helpful to Local Boards to receive these Forms 42 at the time the questionnaires are filled out.

(b) Submit accurately the amount of the registrant's pay and his general status. Give a correct description of the employee's job, rather than sending in a simple quotation from Regulations. Local Boards know Regulations. They want facts in regard to the registrant's job. If this is done, it may eliminate the necessity of the Local Board asking for further information.

(c) Give an estimation of time for replacement or the difficulties encountered in securing or training men for the particular job. This attached form is recommended for this purpose.

(d) If the plant and personnel are being expanded, this fact should be clearly stated in support of claims that the removal of the registrant would cause substantial loss or effectiveness of productivity in the

employers' enterprise.

(e) If the employer has government contracts or sub-contracts or is acting as a feeder to a second plant with contracts, submit a detailed statement to that effect.

(f) One person should be assigned as the employer's contact with Local Boards. If several men from the same plant sign different Forms 42, a lack of uniformity is sure to result. The Local Boards should have a point of contact for further information, and they will thus feel freer to call upon employers for facts. Employers should not hesitate to contact Local Boards. We cannot stress too strongly the need of co-operation between employers and the Local Boards on all of these questions.

(g) Employers should not try to contact the Appeal Boards. These Boards act in a judicial capacity and should not be approached. Information may be given directly to Local Boards or to the Government Appeal Agent or to the Advisory Board for registrants.

(h) Check all statements for accuracy. This is particularly important as the employer makes these statements under oath and they are subject to review.

(i) Occupational deferments are made for not more than a six month's period, at the termination of which the registrant's status will be reconsidered. Your attention is invited to the importance of maintaining a file of employees who have received occupational deferment if a later request for extension is likely. The registrant is required by law to notify his Local Board of any change in his status, and the employer has a moral obligation to keep Local Boards informed of such known changes. If the employer does his part in aiding the Local Board, he will find them very co-operative, and it is only through such co-operation that the Selective Service plan will be a success in these highly industrial areas.

EDGAR C. ERICKSON
State Director

By Roy C. Charron
Roy C. Charron
State Advisor on
Occupational Deferments.

Distribution #10

1. Name of Business _____
2. Title of person making this affidavit _____
3. What is nature of business done by your Company? _____
4. How many does your Company employ? _____
5. Is your Company working on any defense work?
 - (a) For whom? _____
 - (b) Nature of this work? _____
 - (c) Is your Company Contractor or subcontractor? _____
 - (d) When do you expect to finish this defense work? _____
6. How long has the registrant been in your employ? _____
7. State just what kind of work he is doing. _____
8. How long has he been on this particular work? _____
9. State what you know of registrant's previous training and experience. _____
10. Has the registrant learned his trade as: _____
11. How long does it take to learn that trade? _____
12. How long will it take to train a man to replace the registrant for the work he is now doing? _____
13. Do you consider the registrant a necessary man in this defense work that you are doing? _____
14. How many other men have you now in your employ doing the same class of work as the registrant? _____
15. What classification do you recommend for the registrant? _____

Mechanic, Tool & Die Maker

REPORT ON SOUTHBOROUGH SERVICE MEN'S FUND.

All 75 overseas boxes which were ordered were sent out. An estimate of 130 domestic boxes proved to leave a surplus of 7, and 2 were returned, so there are on hand 9 boxes. These contain nothing perishable, so are being kept for future use. Three men could not be located. Over 60 have acknowledged receipt of their gifts, and letters written directly to the Town have been placed in a book in Fay Library. Four men(or their families) requested that they be sent only Christmas cards, as they felt that the men on active service should receive the boxes.

GEORGE H. BURNETT, Chairman
ELLA C. A. EATON, Secretary
MARGARET OVESON, Treasurer
HAMILTON ARMSTRONG
JOHN W. BOLAND
WILLIAM J. COLLEARY
JOSEPH DELARDA
FRANK FITZGERALD
ARTHUR L. HOSMER
ALICE L. TWOMBLY

3/7

SOUTHBOROUGH SERVICE MEN'S FUND

Receipts

Individual donations	\$589.04	
Store coin boxes	34.54	
Firemen's Block Dance	354.21	
Firemen's Dance, November 11	117.70	
Red Cross	100.00	
Knights of Columbus	26.61	
Farmers' Club	25.00	
Veterans of Foreign Wars Auxiliary	<u>5.00</u>	
		\$1252.10

Expenditures

75 overseas boxes, parcel post & ins. .	\$390.08	
130 domestic boxes, & parcel post	497.66	
24 special gifts, & parcel post	<u>75.94</u>	
		\$ 963.68

January 1944, Balance on hand	\$ 288.42
-------------------------------	-----------

This balance is being kept as a permanent fund, with the hope that it may be added to by organizations and individuals throughout the year.

Respectfully submitted,

Margaret Oveson, Treasurer.

*File
Defense*



FEDERAL ELECTRIC COMPANY, INC.

8700 SOUTH STATE STREET

CHICAGO, ILLINOIS

GENERAL OFFICES
AND
FACTORY

December 23, 1941

Honorable Mayor
Southboro
Massachusetts

Dear Sir:

Air raid protection data, valuable to you and your community is attached herewith. If additional copies are desired, we will gladly supply them.

War is at hand. Life and property are in danger. Time cannot be wasted, either because of indecision or by experimentation with make-shift alarm methods.

You can rely on the recommendations of Federal Electric Company, the world's largest manufacturer of sirens, whose products have been proved in Europe since the start of hostilities.

Your problems and your orders will be given immediate attention.

Very truly yours,

FEDERAL ELECTRIC COMPANY, INC.

W. W. Scott

W. W. Scott
GENERAL MANAGER
SIGNAL DIVISION

WWS/jh

The following municipalities, military posts, and industrial plants, have placed orders for air raid sirens since the United States declared war on Japan.

City of San Francisco, Cal.	Garden City, L.I.
City of San Diego, Cal.	Quebec City, Que.
City of Sacramento, Cal.	Skokie, Ill.
City of Camden, N. J.	Ryack, N. Y.
City of Elizabeth, N. J.	Oreland, Pa.
City of Waterbury, Conn.	Cons. Edison, N. Y.
City of Yakima, Wash.	Collingswood, N. J.
City of Everett, Wash.	Bradentown, Fla.
City of Los Eanos, Cal.	Kellogg Co. Edgewater, N. J.
City of Chelsea, Mass.	Baltimore County
City of Santa Rosa, Cal.	Baltimore City
City of Gaston, Oregon	U. S. Maritime Comm.
City of Lynn, Mass.	U. S. Navy Yard, Wash. D.C.
City of Ware, Mass.	Dedham, Mass.
City of Freeport, L.I., N.Y.	Tacoma, Wash.
Alameda Airport, Calif.	Wolf Creek Ordnance Depot
Elkton, Maryland	U.S. Army, Columbus, Ohio
Naval Ordnance, Louisville, Ky.	Camp Perry, Ohio
Lockheed Plant, Glendale, Cal.	Pfister Company, El Paso, Ill.
Newport News, Virginia	Pittsgrove Twp., N. J.
Naval Station, Newport, R.I.	Eureka, Cal.
City of Salem, Mass.	Hoffett Field, Cal.
M I T Radiation Lab., Cambridge	Lodi, Cal.
Tyner, Tenn.	Kahway, N. J.
City of Yonkers, N. Y.	Carteret, N.J.
City of Paterson, N.J.	
Naval Fuel Depot, Portsmouth, R.I.	
City of Denica, Cal.	
City of Fernadina, Fla.	
Hermiston, Oregon.	
Hamilton, Ontario, Canada	
Toronto, Ontario, Canada	
City of Victorville, Cal.	
City of Colton, Cal.	
Lukens Steel, Coatesville, Pa.	
City of Ashtabula, Ohio	
City of New York, N. Y.	
City of New Philadelphia, O.	
City of Talacoosa, Ala.	
Esalt Rock Co., Napa, Cal.	
City of Portsmouth, N.H.	
City of South Norfolk, Va.	
City of Polo, Ill.	
Portland Air Base, Portland, Ore.	
Terminal Island, Cal.	
City of El Paso, Texas	
City of Burlingame, Cal.	
City of Bloomfield, N.J.	
Eoboken, N. J.	
City of Columbus, Ohio	
City of Seattle, Wash.	
City of Ontario, Cal.	
City of Glendale, Cal.	
City of Riverside, Cal.	
City of Pomona, Cal.	
City of San Bernadino, Cal.	
City of Montebello, Cal.	
Camp Eaan, Cal.	
Fort Hayes, Ohio	
Eridgeton, New Jersey	
FWA, Washington, D.C.	
U.S. Army, Newport, R.I.	
U.S. Army, Seattle, Wash.	
City of Medford, Mass.	
City of Swarthmore, Pa.	
City of Maywood, New Jersey	
City of Cranford, N. J.	
City of Montclair, New J.	
City of Burlingame, Cal. (Add'l)	
City of Westley, Cal.	
City of Vancouver & Victoria, B.C.	
Prince Rupert, B. C.	
R. C. A. F. Toronto	
" " Ottawa	
" " Halifax	
Providence, R.I.	
Norfolk Navy Yard	
Dover, Mass.	
Highland Park, Mich.	
Longbranch, Ontario	
Martin Co. Eridgeton, N.J.	
Scarsdale, N. Y.	
Camp Callan	
Stockton, Cal.	
Emeryville, Cal.	
Olympia, Wash.	
Manchester, N.H.	

FEDERAL ELECTRIC COMPANY, INC.

8700 SOUTH STATE STREET

CHICAGO, ILL.

551 FIFTH AVE., NEW YORK

REPRESENTATIVES IN PRINCIPAL CITIES

SIGNAL DIVISION

Effective December 1, 1941

PRICE LIST

FEDERAL VERTICAL GENERAL ALARM SIRENS

Model D Federal Siren— $\frac{1}{2}$ H. P. Motor, Universal, A.C. or D.C., any cycle, 110 or 220 volts.....	\$ 45.00
No. 2 Federal Siren—2 H. P. Motor, Universal, A.C. or D.C., any cycle, 220 volts.....	215.00
No. 3 Federal Siren—3 H. P. Motor, 220 volts, 60 cycle, 3 phase.....	315.00
No. 3 Federal Siren—3 H. P. Motor, 220 volts, 60 cycles, single phase.....	330.00
No. 5 Federal Siren—5 H. P. Motor, 220 volts, 60 cycle, 3 phase.....	360.00
No. 5 Federal Siren—5 H. P. Motor, 220 volts, 60 cycle, single phase.....	395.00
No. 7 Federal Siren— $7\frac{1}{2}$ H. P. Motor, 220 volts, 60 cycle, 3 phase.....	400.00
No. 7 Federal Siren— $7\frac{1}{2}$ H. P. Motor, 220 volts, 60 cycle, single phase.....	435.00

CONTROL EQUIPMENT FOR GENERAL ALARM SIRENS

Remote Control —

For any 2 H. P. Siren.....	\$ 20.00
For any 3 H. P. Siren.....	30.00
For any 5 H. P. or $7\frac{1}{2}$ H. P. Siren.....	40.00
"Start and Stop" or "Start Only" Push Button Stations, each.....	5.00
Aluminum Weatherproof Street Box for Push Buttons.....	10.00
Standard General Alarm Control—Less Remote Control (for all sirens).....	40.00
Automatic Stop General Alarm Control—Less Remote Control (for all sirens).....	50.00
Telephone Relay—(Advise Voltage and Ringing Frequency on Order).....	15.00
Telephone Relay—In Weatherproof Case (Advise Voltage & Ringing Frequency on Order).....	25.00

For code sirens and controls, alarm boxes and other fire alarm equipment write for bulletin 63-A. Federal Electric Co., Chicago, also offers a complete line of small sirens and electric horns for industrial fire alarm and air raid signals.

ALL PRICES F. O. B. CHICAGO, ILL.

*File
Defence*

HERBERT E. HARRINGTON - SOUTHBOROUGH - MASSACHUSETTS

December 12, 1941

Board of Selectmen
Southborough, Mass.

Gentlemen;

As a mark of good faith to all the good people of the town, who have been bored, cold and uncomfortable at the spotting post, I suggest that we four--you three, and myself, take over the Post for either Christmas or New Years Eve.

Fay School took over one night a week without discussion when asked. They chose Wednesday night, before they realized that they would have to man the Post on both Christmas and New Years Eve. They have not complained and plan to go ahead without question. My above plan would possibly thank them in a small way for the prompt acceptance of their duty.

I put myself down for the 12 midnight to 3:00 A.M. watch.

Most sincerely,

Beet Harrington

new years eve

6 - 9 - Spurr

9 - 12 - *Burnett*

12 - 3 - *Harrington*

3 - 6 - *Labaree*



*File
Reference*

HEADQUARTERS -- 21st INFANTRY
MASSACHUSETTS STATE GUARD
STATE ARMORY
WORCESTER, MASSACHUSETTS

December 16, 1941

Town of Southboro
Southboro, Massachusetts

Gentlemen:-

The Massachusetts State Guard are now rendering protection to public utilities, bridges, dams, and other important points. For nearly a year, our units have been in training for just such an emergency.

On Sunday, December 7th, the companies in Worcester and nearby communities were ordered to active duty in this area. The speed with which the men and officers mobilized showed the results of these months of preparation.

The entire personnel of the State Guard are civilian soldiers and receive a soldier's pay only when on such duty as they are performing at the present time.

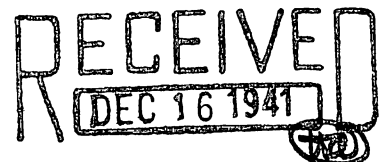
We know that you, as an employer, understand the value of sustained morale which comes from the assurance of a regular weekly income. Several industries have already taken the initiative by supplementing the difference between the pay the men normally receive, and the pay that they will receive for military duty.

It is our sincere hope that your firm will see its way clear to take the same action.

There are one or more men in your employ who are members of the Guard. Upon the receipt of your reply, we will send you a report on the number of days that the men have served on Guard duty, and the rate of the pay per day received from the state.

Yours very sincerely,

Joseph W. O'Connor
Joseph W. O'Connor
Colonel 21st Infantry M.S.G.
Commanding



*File
Defense*

COPY

December 16, 1941

Mr. Harry Burnett, Chairman
Southborough Defense Committee
Deerfoot Road
Southborough, Mass.

Dear Mr. Burnett:

The Advisory Board has set-up \$300.00 as an emergency defense fund, and we have appointed Mr. James E. O'leary as Purchase-order Supervisor.

Some of this money has already been set-aside for the observation booth at the South Union School; however, it will be necessary for the proper authorities to present exact figures to the Selectmen before forwarding to the Purchase-order Supervisor.

We would suggest that you have your Committee heads send us estimates of their immediate needs before the 19th of this month.

Yours truly,
ALTON B. SPURR
GEORGE A. LABARRE
Selectman.

By: *Hamilton Armstrong*
Clerk.

ABS:HA

AARON D. WELD'S SONS
(ESTABLISHED 1841)
131 STATE STREET
BOSTON, MASS.

AGENTS FOR,
KER, BOLTON & CO., LTD., - - - - LONDON
KER & CO., LTD., - - - - MANILA, CEBU, ILOILO, AND DAVAO
N. V. H. MIJ, PITCAIRN, SYME & CO., BATAVIA, SOERABAYA & SAMARANG

*File
Defense*

July 10, 1941

To the Selectmen
Town of Southboro
Massachusetts

Gentlemen,

I understand from Mr. Parkman that the control of the St. Mark's School swimming pond lies in your hands. In connection with the First Motor Squadron camp during the week of July 20th, it occurs to me that it might be mutually advisable if we could arrange a few specific hours in which the Squadron might have the (exclusive?) use of the pond. If this could be arranged, I should very much appreciate your letting me know and I will see to it that an appropriate notice is posted in the Camp. I would suggest the hours of 4 to 5 on Sunday afternoon the 20th and 2 to 5 on the following Tuesday and Thursday, or whatever part of that time you might let us have. I assure you that anything you can do for us in this connection would be very much welcomed.

Yours very truly

George S. Weld
George S. Weld
131 State St.
Boston

1st Lieut. M.S.G.Res.
E. & R. Officer



File
Fire Dept.

MASSACHUSETTS COMMITTEE ON PUBLIC SAFETY

18 Tremont Street

Boston

July 29, 1941.

To Mayors and Selectmen:

We think you will be interested to know that pursuant to a request from Civilian Defense Director LaGuardia for information regarding the fire equipment in this State and as to what additional equipment may be needed to meet the present situation, we have requested State Fire Marshal. Garrity to supply him with all the information he has asked for.

The Fire Marshal is therefore sending a questionnaire prepared by the Office of Civilian Defense to the Head of your Fire Service, asking for a schedule of your present fire equipment and an estimate of the additional equipment which he considers is needed under normal conditions and what would be required in view of the present situation.

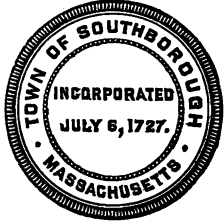
This information will be assembled by the State Fire Marshal and for this purpose he requests that all replies be in his hands by August 10th at the latest.

It is our understanding that Mayor LaGuardia hopes to get Federal financing for the purchase of needed equipment.

J. W. FARLEY
Executive Director

RECEIVED
JUL 30 1941

(40)



TOWN OF SOUTHBOROUGH

POLICE DEPARTMENT

August 1, 1941

Board of Selectmen
Southborough, Mass.

Gentlemen:

This is to inform you that Arthur Hosmer
and I have completed the course at the A. R. P.
School, in Worcester. We were able to attend every
meeting.

Respectfully,

James E. Griffin
Deputy Chief

OK
HJ

10/1/41
J. E. Griffin

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
WASHINGTON, D. C.

June 27, 1941

My dear Colleague:

I know you will be interested in the enclosed statement indicating that on Independence Day there will be a nation-wide program of rededication to liberty, to be built around a short speech by the President of the United States. I have written to the Governors of the various states, calling their attention to this occasion and suggesting that they issue appropriate proclamations, calling upon the people of their states to take part in this program. Time is short. I am hoping that you will see fit to issue a similar proclamation to the people of your city, urging them to take part in the program.

It may be that you already have made official plans for some local celebration of Independence Day. Certainly we would not want to interfere with those plans in any way. If possible, however, we should like to have you make provision in your local plan so that your citizens can take part in the brief rededication service.

Please send me a copy of any proclamation you may make and indicate what other local activity is carried out in connection with Independence Day.

Sincerely yours,



F. H. La Guardia
U. S. Director of Civilian Defense



STATEMENT BY THE PRESIDENT

The approach of Independence Day this year will kindle in all American hearts an appreciation of the dark days that preceded and followed July 4, 1776. Those were the times that tried men's souls even as are these times in another crisis in American life.

But these days are also days of hope and as the birthday of American Independence draws near it is altogether fitting that we should rededicate ourselves to defend and perpetuate those inalienable rights which found true expression in the immortal Declaration. Those words never had a deeper or more solemn meaning for America than they have in this hour of anxiety and peril.

The Fourth of July has always been a happy festival, a day of joy and exaltation in which all Americans have caught something of the spirit of liberty which the Fathers of the Republic proclaimed to all the world on that midsummer day in Philadelphia in 1776. It has been essentially a home festival.

I am glad, therefore, to learn that the Office of Civilian Defense is to lead the Nation this year in a grand rededication to liberty on the Fourth of July. I commend this celebration to Americans everywhere to the end that in this solemn commemoration we may find renewed faith in the blessings which are ours because of the struggle and sacrifice, the courage and fortitude and vision of those who made this Nation a reality.

THE PLAN

The Fourth of July rededication is to take place simultaneously throughout nation at 1:00 p. m., Pacific Coast Time; 2:00 p. m., Mountain Time; 3:00 p. m., Central Time; 4:00 p. m., Eastern Standard Time; and 5:00 p. m., Eastern Daylight Time.

The rededication will begin with a five-minute radio speech by President Roosevelt. This will be followed by the playing of national anthem started by the U. S. Marine Band in Washington, and picked up by bands all over the country. Following national anthem, all citizens led by the President will repeat the Oath of Allegiance to the United States.

The total time for the rededication ceremony will be about ten minutes.

YOUR PART

As an American you have a part in the rededication wherever you may be. At home, at the beach, in the mountains, on a picnic, at the theater, at the ball game, have a radio turned on, listen to the President, join in singing "The Star Spangled Banner" and repeat the Oath of Allegiance.

This rededication ceremony need not interfere with any other patriotic Fourth of July effort you may wish to undertake. Many states and localities are planning their own additional programs. Look to them for information about their plans.

However, under any circumstances, join with the President at 4:00 p. m., Eastern Standard Time, July 4, in personally renewing your oath of allegiance to the United States of America.

Massachusetts State Headquarters
For
Selective Service
38 Chauncy Street
Boston, Mass.

June 26, 1941

Bulletin No. 1--41

DISCHARGE OF ENLISTED MEN WHO
ARE KEY EMPLOYEES IN INDUSTRY

I. An employer engaged in the production or distribution of National Defense items may request discharge from the Army of a former employee who has been inducted under Selective Service and who, until his entry into the Army had been a "necessary man" in the employer's business. The office of the Under Secretary of War has issued the following information on this subject:

"1. The current defense program provides for the mobilization and training of a military force and the expansion, operation and maintenance of the industrial and utility facilities essential in the production and distribution of national defense items. The requirement by industry of the necessary key civilian employees is comparable to the requirement of trained military personnel by the armed forces.

"2. The civilian employee, who held a key position prior to his induction or enlistment, and whose services are now required by his former employer by reason of the expansion of industrial activities or the shortage of skilled employees in his classification, may be relieved from military service in order that he may return to his civilian position. However, it must be established to the satisfaction of the War Department that the soldier is in fact a key man specifically needed in the production of essential items or in the operation or maintenance of essential utilities or services, and that there is a shortage of technicians in his category. The company also must agree to re-employ the soldier immediately upon his release from military service. The action taken will depend upon the merits of each case and upon the needs of the military service.

"3. Modern armies require large numbers of skilled technicians of all categories. Even so, there will be instances in which the technicians are not assigned to the military duties for which they would appear best qualified by reason of civilian training. These exceptions may be due to the exigencies of the military service or to the personal equation. In any case, apparent misassignment will not be entertained as a reason for release from military service.

RECEIVED
JUN 27 1941

"4. A separate request addressed directly to the Under Secretary of War, Washington, D. C. will be submitted in the case of each soldier.

a. It must be initiated and executed under oath by the responsible head of the firm or agency by which the soldier was employed at the time of his entry into the military service.

b. The request will be submitted in triplicate in the form of an affidavit, executed before a Notary Public, who will set forth under his signature the date of the expiration of his Notary commission. Only the original need be signed.

"5. Insofar as each item applies, the following information will be included in each request:

a. Full name: (e.g., John Henry Smith, not John H. Smith)

b. Age:

c. Home address: (At time of entry into military service)

d. Marital Status and number, ages and relationship of dependents:

e. Number and address of Selective Service Local Board: (If inducted under the Sel. Serv. Act)

f. Length of time with the firm and date on which soldier was dropped from payroll:

g. Nature of employment: (Give pay roll classification of employee, and describe in detail the nature of his duties)

h. Salary or wages paid soldier at time of leaving the firm:

i. Reason soldier left firm's employ: (Inducted under Selective Service; enlisted in National Guard; enlisted in Regular Army; laid off; quit; etc.)

k. Steps taken to obtain deferred classification: (Selective Service men, only) (Give details)

m. Present location of soldier, if known: (It will materially shorten the time required to consider request if the military unit and station of the soldier is stated)

- n. Previous experience of soldier prior to employment by the firm:
- o. Statement in justification of classification of soldier as key employee: (Include such information as number of employees of similar classification and scarcity of replacements. Specifically, state why this former employee is considered so essential as to justify his release from military service)
- p. Additional information: (Submit such additional information that will assist in proper consideration of the request)

NOTE: No blanket classifications are contemplated. Action on each request will be based upon the information submitted under the headings indicated above. The form outlined should be followed even to the lettering of paragraphs. Note further: This instruction circular refers exclusively to enlisted men of the U. S. Army. It does not apply to Reserve Officers or to U. S. Navy personnel.

"6. Reconsideration: Reconsideration may be requested at any time. The request should comply with the instructions and form outlined in Paragraphs 4 and 5, and it should be complete.

"7. Change in Status of released soldier: Should favorable action be taken by the War Department, the firm is obligated to inform the Adjutant General of the Army, Washington, D. C. by letter:

a. The date upon which the soldier re-enters the employ of the firm.

b. The date dropped from the payroll should the soldier thereafter leave the firm and the reason therefor."

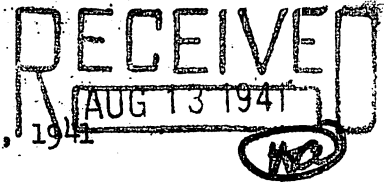
II. Massachusetts State Headquarters for Selective Service, 38 Chauncy St., Boston, Tel. LIB. 8073, will supply copies of this letter and otherwise assist employers in the proper procedure.

Brigadier General Edgar C. Erickson
State Director

Official
Lt. Col. Ralph M. Smith, J.A.G.D.
Assistant State Director
DCB:pg
Distribution #8 minus Distribution #3.

Ref. NH-Memo I-118

For
Selective Service
38 Chauncy Street
Boston, Mass.



August 6, 1941

Bulletin No. 3-41

NOTES ON OCCUPATIONAL DEFERMENTS

1. This Bulletin has been compiled for the convenience of employers having employees subject to military duty under the Selective Training and Service Act of 1940.

2. The Act provides that:

"Sec. 5 (e). The President is authorized, under such rules and regulations as he may prescribe, to provide for the deferment from training and service under this Act in the land and naval forces of the United States of those men whose employment in industry, agriculture, or other occupations or employment, or whose activity in other endeavors, is found in accordance with section 10 (a) (2) to be necessary to the maintenance of the National health, safety, or interest. . . . No deferment from such training and service shall be made in the case of any individual except upon the basis of the status of such individual, and no such deferment shall be made of individuals by occupational groups or of groups of individuals in any plant or institution."

3. OPERATION OF LOCAL BOARDS. a. In the local board is placed the authority to select men for induction. It acts upon information contained in the registrant's questionnaire, affidavits submitted by the registrant or other interested persons, from the testimony of witnesses and from its knowledge of local conditions.

b. As soon as order numbers are assigned it starts to send questionnaires to the registrants in the order of their order numbers.

c. Upon return of the completed questionnaires, for which ten days are allowed, the board proceeds to classify the registrants, one at a time.

d. The local board may grant an extension of time for the return of a questionnaire if the registrant is too ill to complete it, too far away to receive and return the questionnaire by mail within ten days, or if necessary affidavits cannot be obtained within that time.

4. WHAT IS AN OCCUPATIONAL DEFERMENT? It is not an exemption, but rather a postponement of the duty of the citizen to share in the Common Defense. No deferment may continue after the cause therefor ceases to exist, but it may be extended or renewed when, in the board's judgment, the registrant's status is unchanged, or it has been impossible to secure or train a replacement for him.

5. CLASSIFICATION. a. In the process of classification each registrant is placed in the lowest class applicable. It is first determined by the local board whether he should be in Class IV-F because of physical, mental or moral reasons. If he does not fall in that class then the next lowest is considered. The various classes are as follows:

Class IV-F --- Physically, mentally or morally unfit.
Class IV-E --- Conscientious Objector, available only
for civilian work of National importance.
Class IV-A --- Military service completed, official de-
B-C-D ferred by law, non-declarant alien,
minister or student of religion.
Class III --- Man with dependents.
Class II-A --- Man necessary in his civilian activity.
Class II-B --- Man who is essential to National Defense Program.
Class I-A --- Available for military service.
to C

b. Thus it will be noted that only men who are not placed in Classes IV or III will be considered with relation to occupational deferment. Since most skilled workers are married, and in most instances will probably be placed in Class III, this fact alone simplifies the question of occupational deferment.

c. A man's status as to dependents may change, however. If he has dependents, he may claim deferment, both for dependency, (Class III), and on occupational grounds, (Class II-A or II-B), and submit appropriate affidavits to support either or both claims.

d. Deferments in Classes III and IV continue until the cause for deferment ceases to exist; Class II-A deferment is limited to six months, (subject to renewal or review); Class II-B deferment continues as long as the registrant is essential to the National Defense Program.

e. Selective Service Regulations contain the following rules for occupational deferments:

"350. General rules for classification of Class II.---a. On the local board is placed the responsibility of deciding which men should be deferred because of their civilian activities. It is in the national interest and of paramount importance to our national defense that civilian activities which are contributing to the national health, safety and interest should be disrupted as little as possible, consistent with the fundamental purpose of the Selective Training and Service Act.

"b. Section 5 (e) of the Selective Training and Service Act provides: 'No deferment from training and service shall be made in the case of any individual except upon the basis of the status of such individual, and no deferment shall be made of individuals by occupational groups or groups of individuals in any plant or institution.'

"c. The local board may avail itself of the assistance of all Federal, State, or local agencies (such as the State Employment Service, State advisors on occupational deferments, county agricultural agents, or others) to obtain information in cases of occupational deferments. The local board may request the State Employment Service to assign an agent to it for the purpose of securing such information.

"351. 'Necessary man' defined.—A registrant shall be considered a 'necessary man' in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, only when all of these conditions exist:

a. He is, or but for a seasonal or temporary interruption would be, engaged in such activity.

b. He cannot be replaced satisfactorily because of a shortage of persons with his qualifications or skill in such activity.

c. His removal would cause a material loss of effectiveness in such activity.

"352. Composition of Class II.—a. In Class II-A shall be placed any registrant found to be a 'necessary man' in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the national health, safety or interest in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation.

"b. In Class II-B shall be placed any registrant found to be a 'necessary man' in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety or interest in the sense that a serious interruption or delay in such activity is likely to impede the National Defense Program.

"353. Length of deferments for Class II-A.—a. Class II-A deferments shall be for a period not longer than six months, at the expiration of which time the deferment shall cease. Upon the expiration of any such period, the case of the registrant shall be reopened and his classification considered anew in the manner provided in Section XXX, and, if the facts warrant, the registrant may again be classified in Class II-A for a further period not to exceed six months.

"b. Class II-B deferments shall not be limited as to the period during which they shall be effective. The case of a registrant classified in Class II-B may be reopened and his classification considered anew in the same manner and for the same reasons as any other classification (See Section XXX)."

6. AFFIDAVIT OF CLAIMANT FOR OCCUPATIONAL DEFERMENT. a. If a registrant or his employer or other interested party, believes that occupational deferment should be granted, a claim therefor on Form 42 should be prepared and filed by the employer.

b. While Form 42 is not necessary or applicable in every instance, since deferment may be granted to a "necessary man" on the motion of the board itself, it is desirable evidence in all cases.

7. INSTRUCTIONS FOR PREPARING THE CLAIM. a. Submit Form 42 in time for local boards to correctly classify their registrants. This form will be most helpful if it is filed at the same time as the registrant's questionnaire. The filing of claims for deferment prior to the return of a registrant's questionnaire, however, is to be discouraged. No action on classification or deferment can be taken until the completed questionnaire is received by the board. Every employee should be required to inform his employer when he receives his questionnaire.

b. Submit accurately the amount of the registrant's pay and his general status. Give a detailed description of his job, rather than a simple quotation from Regulations. Local boards know Regulations. They want facts in regard to the registrant's job. If this is done, it may eliminate the necessity of the local board's asking for further information.

c. If the plant and personnel are being expanded, this fact should be stated in support of claims that the removal of the registrant would cause substantial loss or effectiveness of productivity in the employer's enterprise.

d. If the employer has government contracts or sub-contracts or is acting as a feeder to the second plant with such contracts, submit a detailed statement to that effect.

e. A claim for deferment should contain at least the information called for by the following Check-Off List.

8. CHECK-OFF LIST.

- a. Name of Business?
- b. Title of person signing the affidavit?
- c. Nature of business of the Company?
- d. Number of employees?
- e. Is the Company working on Defense Work?
 - (1) For whom?
 - (2) Nature of this work?
 - (3) Is the Company a prime contractor or sub-contractor?
 - (4) When is such Defense Work expected to be completed?
- f. How long has the registrant been in the Company's employ?
- g. State his work in detail.
- h. How long has he been on this particular work?
- i. State what you know of registrant's previous training and experience.
- j. Is the registrant an apprentice or a journeyman?
- k. How long does it take to learn his trade?
- l. How long will it take to train a man to replace the registrant for the work he is now doing?

- m. Do you consider the registrant a necessary man in said Defense Work?
- n. How many other men have you now in your employ doing the same class of work?
- o. What classification do you recommend for the registrant?

9. COOPERATION WITH LOCAL BOARDS. a. The members of local boards are doing splendid patriotic work without compensation, and employers can help to expedite their functions by submitting the details hereinabove called for. It has been the experience of State Headquarters that in nearly every case of a difference of opinion between local boards and industry on the question of occupational deferments, such differences have been due to incomplete information regarding the duties of the registrant. Employers will realize that they are expected to assist local boards by presenting a clear cut case whenever the deferment of an employee is desired.

b. One person should be assigned as the employer's contact with local boards. If several men from the same plant sign Forms 42, a lack of uniformity is sure to result. Local boards should have a definite person to contact for further information. Employers should not hesitate to contact local boards.

c. Attention is invited to the importance of maintaining a file of employees who have received occupational deferment if a later request for extension is likely. The registrant is required by law to notify his local board of any change in his status, and the employer has a moral obligation to keep local boards informed of such known changes. If the employer does his part in aiding local boards, he will find them cooperative, and it is only through such cooperation that the Selective Service System will be a success in these highly industrial areas.

d. The purpose of Selective Service is twofold; to select the men best fitted to maintain the armed forces by continuing their civilian tasks and to select those who are best fitted for military training. The stress and emphasis is on procurement, and it must have priority.

10. APPEARANCE BEFORE LOCAL BOARD. a. Every registrant, after his classification is determined by the local board, shall have an opportunity to appear in person if he so requests in writing. This request must be filed with the local board within ten days after the local board has mailed notice of classification. At the time and place fixed by the local board, the registrant may appear in person and if he does not speak English adequately, he may appear with a person to act as interpreter for him. No registrant may be represented before the local board by an attorney.

b. At any such appearance, the registrant may discuss his classification, may point out the class or classes in which he thinks he should have been placed, and may direct attention to any information in his file which he believes the local board has overlooked or to which he believes it has not given sufficient weight. The registrant may not introduce any new evidence not already contained in his file unless the board member or members consent. However, if the registrant claims there is any false or misleading information in his file, he may introduce evidence supporting such claim.

11. REQUEST TO REOPEN A CASE. a. At any time prior to induction, the case of a registrant may be reopened and his classification considered anew. Each classified registrant shall, within ten days after it occurs, and any other person should, within ten days after knowledge thereof, report to the local board in writing any fact that might result in such registrant being placed in a different classification.

b. A registrant, any person who claims to be a dependent of a registrant, or any interested party in a case involving occupational deferment, may file a request to reopen a case. The request must contain or be accompanied by written statements showing a change in the registrant's status or other new pertinent facts not considered in determining his existing classification.

c. Upon receipt of such a request the local board shall either reopen the case, or if it deems the request to be without merit, refuse to reopen the case. The request will be acknowledged by a written statement from the local board. In the event that the board refuses the request it will refer the claimant to the government appeal agent. On the other hand, if the board consents to reopen the case it will inform the claimant that it will receive written evidence on or before a specified date, at which time the board will consider a new determination of the registrant's classification.

d. On the day fixed in such notice or as soon thereafter as practical, the local board will determine the classification. Such determination shall be, and have the effect of, a new and original classification even though the registrant is again placed in the class that he was in before the case was reopened.

e. Each such classification shall be followed by the same right of appearance before the local board and the same right of appeal as in the case of an original classification. No registrant shall be ordered to report for induction and no order to report for induction shall be effective during the period in which the local board is considering reopening a case or during the period in which a case is being considered by the appeal board.

12. RIGHT OF APPEAL. a. A registrant, any person who claims to be a dependent of a registrant, or any person who has filed written evidence of the occupational necessity of the registrant, may appeal from any local board classification. Such appeal must be made within ten days after receipt of notice of classification.

b. The following may appeal from any classification of a local board at any time:

1. Government Appeal Agent for his local board area.
2. A State Director for any local board area in his State.
3. The Director of Selective Service.

c. Appeal is made by signing the "Appeal to Board of Appeal" on the questionnaire or by filing with the local board written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing.

d. Employers should not try to contact the Appeal Boards. These boards act in a judicial capacity and should not be approached. Information may be given directly to local boards or to the Government Appeal Agent.

13. DISCHARGE OF ENLISTED MEN WHO ARE KEY EMPLOYEES IN INDUSTRY. An employer engaged in the production or distribution of National Defense items may request discharge from the Army of a former employee who has been inducted under Selective Service and who, until his entry into the Army had been a "necessary man" in the employer's business. The procedure for initiating the discharge of such an employee may be obtained from this Headquarters. Ask for Bulletin No. 1-41.

14. DEFERMENT OF RESERVE OFFICERS. Information regarding the deferment of Reserve Officers who are key men in industry or who are key faculty members of recognized technical colleges and universities may also be secured from Massachusetts State Headquarters.

15. APPRENTICES AND TRAINEES. An increasing number of apprentice and training courses are being offered throughout the State for the purpose of recruiting men for necessary jobs on National Defense procurement programs. The Regulations include such trainees under the definition of "necessary men."

16. THIS BULLETIN SUPERSEDES:

Selective Service Circular No. 39	--- November 20, 1940
Selective Service Circular No. 57	--- November 30, 1940
Occupational Deferments Under	
Selective Service	--- December 5, 1940
Selective Service Circular No. 64	--- December 6, 1940
Selective Service Circular No. 65	--- December 6, 1940
Selective Service Circular No. 18	--- January 23, 1941
Notes on Occupational Deferments	--- February 20, 1941
Selective Service Circular No. 28	--- February 13, 1941
Selective Service Circular No. 31	--- February 18, 1941
Selective Service Circular No. 36	--- February 27, 1941
Renewal of Occupational Deferments	--- April 15, 1941

Brigadier General Edgar C. Erickson
State Director

Official
Lt. Col. Ralph M. Smith, J.A.G.D.
Assistant State Director
RCC:pg

Distributions #1 and #8 (B)

~~File~~
~~Defense~~

Massachusetts State Headquarters
for
Selective Service
93 Massachusetts Avenue
Boston, Massachusetts

April 15, 1941

SUBJECT: RENEWAL OF OCCUPATIONAL DEFERMENTS (CLASS II-A)

TO: Industrial Concerns

1. Under Selective Service Regulations, occupational deferments are granted for a period of not longer than six months, subject to renewal at the discretion of the Local Board. (Paragraph 353.) Such renewals are not virtual exemptions due to the periodic mandatory reclassifications.

2. The registrant is required by law to notify his Local Board of any change in his status and the employer of an employee who has been deferred because of his occupation, should likewise immediately inform the employee's Local Board of any change in employment, for this may result in a change of status and reconsideration of classification by the Local Board. If any employer wishes an extension of a deferment period for an employee, a new Form 42 should be filed with the registrant's Local Board. This request should cover the information contained in the original request with additional statements covering the following factors:

- (a) A statement on your production either in primary defense contracts or subcontracts or in reference to work "Farmed out" from larger contracts. If not related to National Defense, its relation to public health, safety or interest.
- (b) A statement of any expansion program and its present status, and time this program will take for completion.
- (c) A statement in regard to the "training-within-industry" program or upgrading of employees and whether this program has been in vogue long enough to supply the men necessary for the present production program.
- (d) A resume of the local labor market for the particular job or replacement.
- (e) The fact, if true, that the registrant has increased his experience during the first deferment period which makes him a more valuable man.

RECEIVED
APR 16 1941
(12)

- (f) A statement, if true, that the registrant's increased experience and training makes him available for supervisory or training positions.

3. These statements must be notarized.

4. The above information should be filed previous to the expiration of the present deferment period in time for the Local Board to review the case and render a just decision for reclassification.

EDGAR C. ERICKSON
State Director

By Roy C. Charron
Roy C. Charron
State Advisor on
Occupational Deferments

Reference:

Selective Service Circular #39, Nov. 20, 1940.
Notes on Occupational Deferments, Feb. 20, 1941.

Distribution #10



TREASURY DEPARTMENT

DEFENSE SAVINGS STAFF

OFFICE OF STATE ADMINISTRATOR

June 23, 1941.

45 Milk Street,
Boston.
Hancock 0246.

Mr. Alton B. Spurr, Chairman,
Board of Selectmen,
Southborough, Massachusetts.

My dear Mr. Chairman:

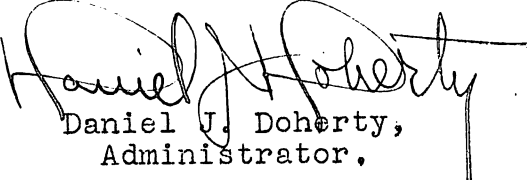
For the purpose of carrying out the Defense Savings Program, it is desired to have a Defense Savings Committee formed in each city and town in Massachusetts. You are cordially invited to serve as Honorary Chairman of your town committee and to actively assist in the work of organization.

At the earliest opportunity, I would appreciate your selection of a public-spirited and active leader who will serve as Chairman. Since you and the Chairman of the Committee best know the citizenry of your town, your suggestions as to the personnel of the Committee will be welcomed and accepted.

The Committee membership should be representative of the major fields of employment and, as well, of the various organizations, conforming to the attached "Suggested Plan of Organization", as nearly as possible.

I trust you will accept this call to serve in furtherance of a program that is of tremendous importance to our country and I await your early response, after you have had an opportunity for proper consideration of the subject matter of this letter.

Yours sincerely,


Daniel J. Doherty,
Administrator.

Suggested Plan of Organization for
City and Town
Defense Savings Committees

Honorary Chairman - The Mayor
 - Chairman - Board of Selectmen

Chairman -

Personnel of the Committee

A representative of

Banking and Finance	Women's Organizations
Trade	Youth
Industry	Public Officials and Employees
Insurance	Patriotic, Fraternal, Social
Agriculture	and Civic Organizations
Labor	Clergy
Education	Publicity
Professional Groups	Speakers

- - - - -

The above pattern of organization may be varied to conform to unusual local situations. Additions may be made for complete representation of the Clergy and Labor. The local Postmaster should be given membership on the Committee.

The appointment of the personnel of the Committee and its activities should be fully publicized in the local press. The Chairman should report to the State Administrator the names, addresses and representative capacity of each Committee member. Literature pertaining to the Defense Savings Program will be furnished by the Administrator upon request.

In general, the function of the City and Town Committees will be two-fold: FIRST, to indicate its moral support by lending their names to the furtherance of the program; SECOND, to reach all of the people by every possible means with full information relating to Defense Savings Bonds and Stamps.

One great contribution which civilians can make to National Defense is the regular purchase of Defense Securities. The methods best suited to the accomplishment of this essential purpose -- to enroll the maximum number of citizens as regular weekly or monthly purchasers of Defense Savings Bonds and Stamps -- are:

1. Voluntary payroll allotments or savings.
2. Voluntary bank allotments.
3. Defense Savings Clubs.
4. Voluntary pledge of cooperation.

The success of the Defense Savings Program depends upon the voluntary, widespread cooperation of all citizens. To this end the City and Town Committees should evolve a program best adapted to local conditions and requirements.

[CHAP. 708]

AN ACT TO MEET CERTAIN CONTINGENCIES ARISING IN CONNECTION WITH THE SERVICE OF PUBLIC OFFICERS AND EMPLOYEES AND CERTAIN OTHER PERSONS IN THE MILITARY OR NAVAL FORCES OF THE UNITED STATES DURING THE PRESENT NATIONAL EMERGENCY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which in part is to protect the rights of certain persons in the military or naval service of the United States and to facilitate the temporary appointment of persons to perform their duties in their absence, therefore it is hereby declared to be an emergency law, necessary for the preservation of the public convenience.

Be it enacted, etc., as follows:

SECTION 1. Any person who, on or after January first, nineteen hundred and forty, shall have tendered his resignation from an office or position in the service of the commonwealth, or any political subdivision thereof, or otherwise terminated such service, for the purpose of serving in the military or naval forces of the United States and who does or did so serve or was or shall be rejected for such service, shall, except as hereinafter provided, be deemed to be or to have been on leave of absence; and no such person shall be deemed to have resigned from his office in the service of the commonwealth, or any political subdivision thereof, or to have terminated such service, until the expiration of one year from the termination of said military or naval service by him.

SECTION 2. Any person referred to in section one who was or shall be separated from the service of the commonwealth, or any political subdivision thereof, while holding an office or position classified under chapter thirty-one of the General Laws shall, if he so requests in writing to the appointing authority within one year after the termination of his said military or naval service, and if, within said time, he also files with the division of civil service the certificate of a registered physician that he is not physically disabled or incapacitated for performing the duties of the office or position previously held by him, be reinstated therein without civil service examination and without loss of seniority or other rights; provided, that if the office or position formerly held by him has been filled prior to the effective date of this act by a permanent appointment, he shall be employed in a similar position in the same or in some other department. All appointments, transfers and promotions made on account of such leaves of absence shall be temporary only and the person so appointed, transferred or promoted shall be known as a military substitute; provided, that, notwithstanding any provision of said chapter thirty-

one to the contrary, he may continue to serve in such office or position until the incumbent is reinstated therein or until the time within which he has a right to be reinstated has expired, and if the incumbent has not been reinstated as provided herein said military substitute shall continue in the position as though regularly appointed and his seniority rights shall date from his appointment as such military substitute. In the event that a permanent vacancy not caused by or related to the absence of the incumbent in said military or naval service occurs in a position of the same or similar rank or grade as that then occupied by a military substitute, said military substitute may be appointed to such permanent vacancy.

SECTION 3. Any person who is permanently appointed to an office or position classified under said chapter thirty-one after certification from an eligible list, but, before commencing to serve therein, enters said military or naval service, shall be permanently employed in such office or position upon the termination of his said military or naval service, subject to a probationary period of six months; provided, that he so requests in writing, within three months after such termination of service, and files with the division of civil service the certificate of a registered physician that he is not physically disabled or incapacitated for performing the duties of the office or position. Any appointment, transfer or promotion to fill such office or position while he is so serving shall be temporary only and shall be filled by a military substitute who shall hold such office or position subject to the same limitations and with the same rights as a military substitute appointed under section two.

SECTION 4. Any person whose name is on any eligible list or register of the division of civil service at the time of his commencing said military or naval service shall, upon his request in writing filed with the director of civil service within one year after the termination of said service, be continued on or restored to such list or register for a period following such request equal to the remainder of the term of his eligibility thereon at the time he commenced said military or naval service; and any person who otherwise becomes entitled to have his name placed on an eligible list or register on account of an examination or registration prior to commencing such service shall, upon a like request in writing filed within a similar period, be entitled to have his name placed upon the proper eligible list or register as of the date of such request, and it shall thereafter remain thereon for the full regular period of eligibility provided for by the civil service law and rules; provided, that he files with the director of civil service the certificate of a registered physician that he is not physically disabled or incapacitated for performing the duties of the office or position.

SECTION 5. In case said military or naval service of an individual holding an office or position in the classified civil

service or appointed to such office or position, or whose name is on an eligible list or register, prejudices the rights of such individual under the provisions of chapter thirty-one of the General Laws, and such rights are not specifically protected by this act, the director of civil service may, with the approval of the governor and council, and acting separately in the case of each individual, take such action as will in his judgment protect such rights.

SECTION 6. Any person referred to in section one who was or shall be separated from the service of the commonwealth or any political subdivision thereof while holding an office or position not subject to chapter thirty-one of the General Laws, shall, if he so requests in writing to the appointing authority within one year after the termination of his said military or naval service, be reinstated or re-employed in said office or position; provided, that, in case he was appointed for a fixed term, the term has not expired; and provided, further, that, if so required by the appointing authority, he files the certificate of a registered physician that he is not disabled or incapacitated for performing the duties of the office or position.

SECTION 7. In case any officer of a department, division, board or commission of the commonwealth whose appointment is not subject to chapter thirty-one of the General Laws and whose duties are not otherwise authorized by law to be performed by another person, is unable to perform the duties of his office by reason of said military or naval service, the head of such department, division, board or commission may, by an instrument in writing, designate another person in the employ of such department, division, board or commission to perform the duties of such officer during such service, but the person so designated shall have no authority to make permanent appointments or removals. Every such designation shall be subject to approval by the governor, and shall remain in force and effect until terminated by the return of the regular officer or employee or until revoked by the head of such department, division, board or commission, or by the governor. Any person who, while holding a position subject to said chapter thirty-one, is designated to perform the duties of another as provided in this section shall have and retain all his rights under said chapter thirty-one, including seniority, and when such designation ceases to be in force and effect he shall be reinstated without examination in the position previously held by him. Any appointment, promotion or transfer of any person to perform the duties of a person so designated shall be temporary and shall not extend beyond the date when such designation ceases to be in force and effect.

SECTION 8. No person referred to in section one who has been or shall be separated from his office or position while a member of a contributory retirement system shall, by reason of such separation, be considered to have terminated his

membership in such system until the expiration of one year after the termination of his said military or naval service, nor shall such a person while so separated from his office or position be entitled to withdraw from such system his accumulated deductions until after the expiration of one year after the termination of his said military or naval service.

SECTION 9. Any person referred to in section one shall, when reinstated or re-employed in his former position or in a similar position as provided by this act, have credited to him as creditable service under any contributory retirement system or under any other pension or retirement law under which he has actual or inchoate rights, the period of his said military or naval service. If such person remained a member of any contributory retirement system and has not withdrawn therefrom his accumulated deductions, or, if such person has withdrawn such deductions and shall redeposit the same or make arrangements for so doing by installments, as provided by law, the commonwealth or political subdivision thereof, as the case may be, shall, at the time of such reinstatement or re-employment, or as soon thereafter as an appropriation therefor is made, pay into the annuity savings fund of such retirement system the amount which said person would have paid into said fund had his employment in the service of the commonwealth or political subdivision thereof not been interrupted by his said military or naval service; provided, that any sum so paid by the commonwealth or any political subdivision thereof shall be used only to provide an increased retirement allowance of the person on whose account such payment is made, and in case of his later separation from the service otherwise than by retirement the said sum, together with interest thereon, shall be used to reduce the next ensuing appropriation for the payment of pensions.

SECTION 10. In case the mayor of a city is unable to perform the duties of his office by reason of said military or naval service, the person upon whom his duties devolve in his absence shall, notwithstanding any limiting provision of a general or special law, possess all the rights and powers, perform all of the duties and be subject to all of the obligations of mayor of such city, except that he shall have no power to make permanent appointments or removals. The person temporarily performing the duties of mayor under such circumstances shall receive a salary equal to one half the salary of the mayor, which sum shall be deducted from and charged against the salary of the mayor.

SECTION 11. In case a selectman or any other elected town officer is unable to perform the duties of his office by reason of said military or naval service, a majority of the members of a board established as hereinafter provided may in writing appoint an acting officer who in his absence shall possess all the rights and powers, perform all the

duties and be subject to all the obligations of said office until the expiration of the term of the absent officer or until his return, whichever first occurs. Said board shall consist of the selectmen, the town clerk, the town treasurer, and the moderator elected for a term, if there is one so elected; provided, that any such officer shall not be a member of such board when his office is being filled. No member of any such board shall have more than one vote.

A person appointed under the provisions of this section shall not receive compensation from the town for service as such acting officer but his compensation therefor, if any, shall be paid by the absent officer. The town treasurer when so authorized by the absent officer may make payment to such acting officer and in such case shall charge such payments to the account of the salary provided for the absent officer.

SECTION 12. The term "elected town officer", as used in section eleven shall mean an officer elected by and from all the voters of a town and shall include a member of a body, board or commission, including the school committee.

SECTION 13. In computing the period of five years of continuous service required under section forty-nine A of chapter thirty-one of the General Laws of an incumbent of a municipal office who has entered said military or naval service and returns to said office within one year after the termination of said service, the period between his entry into said service and his return to said office shall be counted.

SECTION 14. In case any medical examiner or associate medical examiner is unable to perform his duties by reason of said military or naval service, said duties may be performed by any other medical examiner or associate medical examiner designated for that purpose by the district attorney within whose district the temporary vacancy occurs, and any medical examiner or associate medical examiner so designated shall, within the limits of the county within which he is so designated to act, have all the rights, powers and obligations of medical examiner.

SECTION 15. Upon the application of any resident of the commonwealth who entered said military or naval service and has received an honorable discharge or release therefrom, the attorney general and the adjutant general are hereby severally authorized and directed to take such legal and proper measures as may result in the reinstatement of such resident by his former employer in the position which such resident held immediately prior to entering such service. On such application, he or they shall also inform such resident of his rights under the federal Selective Training and Service Act of 1940, under the federal Soldiers' and Sailors' Civil Relief Act of 1940 and under Public Resolution No. 96-76th Congress, approved August twenty-seventh, nineteen hundred and forty, and shall co-operate with the proper official or officials of the United States department

of justice in obtaining for such resident his rights under either or both of such acts. Upon the making of any such application the former employer of such resident shall be notified thereof by the attorney general or the adjutant general, as the case may be, and be furnished with a copy of this section.

SECTION 16. Affidavits and commissions to take depositions of any person on active duty in the military or naval service of the United States or of the commonwealth during the present national emergency may be executed before and by any commissioned officer in any of said services, who holds the rank of captain or higher in the military service, or lieutenant or higher in the naval service, or similar rank; and affidavits and depositions of such persons so taken, if otherwise taken in accordance with law, shall be received and may be used in evidence, or for any other purpose, in the same manner as if taken before a commissioner of the commonwealth appointed to take depositions in other states.

SECTION 17. The deed of any person for the conveyance of real estate within the commonwealth or for any other purpose, powers of attorneys and other instruments, may, if such person is on active duty in the military or naval service of the United States or of the commonwealth during said emergency, be acknowledged before any commissioned officer in any of said services, who holds the rank of captain or higher in the military service, or lieutenant or higher in the naval service, or similar rank; and deeds, powers of attorney and other instruments so acknowledged may be used and recorded in the commonwealth in the same manner as if taken in and before one commissioned to take oaths and acknowledgments within the commonwealth.

SECTION 18. For the purposes aforesaid, the officers above named shall have the same power and authority as commissioners, notaries public and justices of the peace to administer oaths and take depositions, affidavits, and acknowledgments of persons in the military or naval service of the United States or of the commonwealth in accordance with the provisions of sections sixteen and seventeen of this act. Each such officer shall specify in writing the date, and the post, station or ship, when and where any such oath or acknowledgment is administered, and shall add after his signature his rank and organization or ship.

SECTION 19. The time of the absence from the commonwealth of any person engaged in the military or naval service of the United States during said emergency shall not be taken as part of the period limited for the prosecution of actions by or against such persons; provided, that nothing herein contained shall have the effect of extending said period more than six months after the discharge of such person from such service.

SECTION 20. When judgment shall have been rendered upon the default of any defendant in the military or naval service of the United States or of the commonwealth dur-

ing said emergency, such defendant may, within six months after his discharge from such service, as of right and without any petition therefor, take a writ of review out of the court in which the judgment was rendered, in manner and form as provided by law.

SECTION 21. Whenever in any suit it shall be made to appear to the court that any defendant is in the military or naval service of the United States or of the commonwealth during said emergency, the court may, in its discretion, order the suit to be continued as to such defendant without costs to either party; and if in such suit any person be summoned as trustee of such defendant, or a person summoned in any suit as trustee be in such service, the court may also, in its discretion, suspend the proceedings against such alleged trustee without costs to either party; provided, that no such continuance shall be allowed beyond the period of six months after the discharge of such principal defendant or alleged trustee from such service.

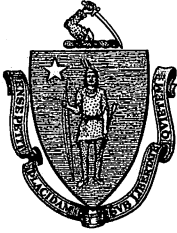
SECTION 22. None of the provisions of sections nineteen, twenty and twenty-one of this act shall be deemed to apply to any case in which an executor or administrator is a party defendant nor shall the provisions of section twenty apply to a proceeding brought under the provisions of chapter twenty-five of the acts of the current year.

SECTION 23. Any license, permit or certificate of registration issued by any department, division, board, commission or officer of the commonwealth that expires while the holder thereof is serving in the military or naval service of the United States may be renewed within four months after the termination by such holder of such service, to the same extent as though the application for such renewal were made upon the expiration of such license, permit or certificate of registration; provided, that nothing in this section shall be construed to authorize such holder of a license, permit or certificate of registration to exercise any rights thereunder after its expiration and prior to its renewal as aforesaid.

SECTION 24. Any person who returns or is restored to service in an office or position in the service of the commonwealth or any political subdivision thereof within one year after having served in the military or naval forces of the United States shall be entitled to all seniority rights to which he would have been entitled if his service had not been interrupted by such military or naval service, and any such person whose salary is fixed under a classified compensation plan shall be eligible to a salary rate which includes accrued step-rate increments to which he would have been eligible except for absence on such military or naval service.

SECTION 25. Service in the military or naval forces of the United States referred to in this act shall, except as otherwise provided thereby, mean such service occurring on or after July first, nineteen hundred and forty and prior to January first, nineteen hundred and forty-four.

Approved October 29, 1941.



The Commonwealth of Massachusetts

*Department of
Corporations and Taxation*

State House, Boston

December 16, 1941

*Rec'd
12/18/41
(K)
Defense*

To All County, City and Town Officers:

Made available to you herewith is Chapter 708 of the Acts of 1941 in its entirety. This is an exceptionally important legislative enactment as it relates to retirement boards and their relation to selectees. It is urged that everyone read and read carefully this entire act.

In brief, the law protects the right of so-called selectees who leave local government for training and service with the military and naval forces of the United States. Please note that it does not cover those who leave for service in defense industries. It applies only to those actually in military and naval service of the United States of America. It is further to be noted that this law covers not only persons employed under the civil service law but all other employees as well. The law is retroactive and applies to all employees who have entered the armed forces since January 1, 1941. Its provisions are mandatory.

It would appear that the law is clear and plain in its wording but it is extremely important that all officers and employees understand the law because if they do not they may at a later time find themselves in a great deal of difficulty when employees return from the service of the United States.

It is my hope that you will give this very careful reading and discuss it so that you may be thoroughly acquainted with its provisions.

If you have any questions about this, please do not hesitate to get in touch with me.

With every good wish,

Cordially yours,

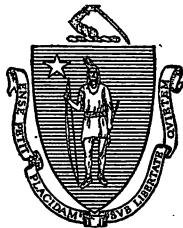
Henry T. Long

Commissioner of Corporations
and Taxation

In reply refer to
Subject No.

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE ADJUTANT GENERAL

ECE:ivm



THE COMMONWEALTH OF MASSACHUSETTS

MILITARY DIVISION

THE ADJUTANT GENERAL'S OFFICE

259 STATE HOUSE, BOSTON

May 23, 1941

The Chairman
Board of Selectmen
Southborough, Massachusetts

Dear Sir:

On May 1, I wrote to you relative to the formation of a State Guard Reserve Company in your community. Subsequently I have detailed Capt. Richard C. Paige, one of my Aides, to assist me in the recruiting and organizing of such units, and you may expect to hear from him at a later date.

If your Board has not already considered this matter, I should like to emphasize the importance of forming a group of trained and disciplined men who would be available to you in the event of an emergency. Both in the protection of public and private property and in the restoration of order, a company of the State Guard Reserve would be of inestimable value in assisting your regularly constituted authorities in any emergency.

Your consideration of this matter and your cooperation will be greatly appreciated.

Very truly yours,

A handwritten signature in cursive script, reading "Edgar C. Erickson".

EDGAR C. ERICKSON
Brig.Gen., A.G.D., Mass. N.G.
The Adjutant General



FOR

SELECTIVE SERVICE

93 MASSACHUSETTS AVENUE
BOSTON, MASS.

pg
File
Refuse
Committees

May 21, 1941

SUBJECT: NOTICE OF CHANGE OF ADDRESS

1. Please be informed that beginning Monday, May 26, 1941, the office of Selective Service Headquarters for Massachusetts will be located at 38 Chauncy Street, Boston.

2. The telephone number is "Liberty 8073".

Brigadier General Edgar C. Erickson
State Director

By *Ralph M. Smith*
Lt. Col. Ralph M. Smith, J.A.G.D.
Assistant State Director



Massachusetts State Headquarters
for
Selective Service
38 Chauncy Street
Boston, Mass.



October 9, 1941

Bulletin No. 6--41

MEMORANDUM ON OCCUPATIONAL DEFERMENTS

1. The responsibility of determining whether a Selective Service registrant should be deferred because of his civilian activities rests upon the local board by whom he is classified. It is in the national interest and of paramount importance to our national defense that civilian activities which are contributing to the national health, safety and interest should be disrupted as little as possible, consistent with the fundamental purpose of the Selective Training and Service Act.

2. There are two classes of Occupational Deferments:

- (a) Class II-A, in which are placed "necessary men" employed in an activity, or in training or preparation therefor, the maintenance of which is necessary to the national health, safety or interest in the sense that it is useful and productive and contributes to the employment or well-being of the community or the nation.
- (b) Class II-B, in which are placed "necessary men" employed in an activity, or in training or preparation therefor, the maintenance of which is essential to the national health, safety or interest, in the sense that a serious interruption or delay in such activity is likely to impede the national defense program.

3. Class II-A deferments shall be for a period not longer than six months, at the expiration of which time the deferment shall cease, the case of the registrant be re-opened and his classification considered anew. Then, if the facts warrant, he may again be placed in Class II-A for a further period not to exceed six months.

4. Class II-B deferments shall not be limited as to the period within which they shall be effective, but the case of a registrant so classified may be re-opened and his classification considered anew in the same manner and for the same reasons

as any other classification.

5. No classification is permanent. A registrant is required by law to keep his local board advised of all changes in his status and employers should promptly inform the appropriate local board of changes in a deferred employee's occupation or separation from his employment. It is recommended that employers maintain a special file of deferred employees so that prompt reports affecting their classification may promptly be transmitted to local boards. In the interest of complete cooperation between employers and local boards, it is essential that such information be promptly transmitted. Only by so doing, may boards be assured that through oversight or otherwise, employers may not become parties to the evasion of the Act by some employee.

6. The question of temporary furloughs of employees, due to factors beyond an employer's control, should also be brought to the local board's attention. The boards have authority to grant temporary deferment covering such seasonal or temporary interruptions.

7. For your information and guidance, a copy of the form used for claiming occupational deferment is herewith enclosed. Additional copies may be procured from this Headquarters or from any local board.

Brigadier General Edgar C. Erickson
State Director

Enc.

Official
Lt. Col. Ralph M. Smith, J.A.G.D.
Assistant State Director
RCC:srw

Distributions 1-3-10-11-13-14-15

AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the National Defense.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. _____ (County) _____ (City) _____ (State) _____
2. Name of registrant _____ Order No. _____

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. _____

2. Description of industry or other activity _____

3. Is the activity seasonal? _____ If so, what is the season? _____

4. Has your product or service any relationship to the National Defense production program? _____ If so, specify _____

5. Is your product or service necessary to the health, safety or interest of the community or the Nation? _____ If so, specify _____

6. (a) Have you any National Defense contracts or subcontracts? _____ If so, specify _____

- (b) Do any of the above contracts carry specific priority ratings? _____ If so, specify _____

7. Approximate percentage of product or service currently produced for use of—

(a) The general public _____

(b) The Government _____

(c) A primary contractor of the Government _____ Explain item (c) here _____

8. If an agricultural pursuit, state:

- (a) Size and type of farm.....
- (b) Number of acres under cultivation Number of livestock, poultry, etc.
-
- (c) Principal product
- (d) Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position?
2. On what date did he enter upon present duties?
3. What is his weekly rate of pay? \$..... (CONFIDENTIAL)

4. Is he a— { ☐ Regular employee. ☐ Other (specify):
- (Check one) { ☐ Seasonal employee.
- { ☐ Temporary or occasional employee.

5. Has he a journeyman rating?

6. Is he— { ☐ Skilled. ☐ Unskilled.
- (Check one) { ☐ Semiskilled.

- (a) Is he in training as an apprentice or learner? (State which)
- (b) How long has he been in such training?
- (c) On what date will he complete his training?
- (d) For what work is he preparing?

7. (a) Give an ACCURATE and FULL description of his duties. (If possible use United States Employment Service job specifications)

.....

.....

.....

(b) On what specific product or service is he primarily engaged?

.....

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify

.....

.....

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? If so, explain action taken, and results
-
-
2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? If so, upon what grounds do you base your anticipation?
-
-

3. Would the registrant's removal cause a material loss of effectiveness in your activity? If so, upon what grounds do you base your statement?
4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the National Defense program? If so, upon what grounds do you base your statement?
5. (a) How many persons of similar skill or training do you employ?
(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? If so, specify in detail
6. (a) How long does it take to train a person in the registrant's qualifications or skill?
(b) How many persons are you now training in these qualifications or skill to replace separated workers?
To fill newly created jobs?

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution
(Name)
(Type) Location (City) (State)
2. Designation of course pursued by registrant
3. For what certificate or license (if any) is he preparing?
4. Length of time already spent in course
5. How has he progressed to date?
6. On what date do you expect the registrant to complete this training?
7. Has he offers or contracts of employment after completing the course? If so, specify

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class
(II-A or II-B)
2. Deferment of this registrant is requested for
(Length of time)
3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.
4. The registrant related to any of the executive officers of this employing unit. The above relationship, if any, is
(Is, is not)

G. REMARKS:

H. JURAT:

I, _____ do solemnly swear (or affirm) that
(Name)
I am _____ of _____
(Official position) (Name of employing unit, or school or institution)
and that the foregoing statements are true to the best of my knowledge and belief.

(Signature)

Subscribed and sworn to before me this _____ day of _____, 19____

(Signature of official administering oath)

(Official designation of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY:

1. Any civil or military officer authorized to administer oaths generally or in military administration.
2. Any member of a Local Board or Board of Appeal, or the clerk of such board.
3. Any government appeal agent.
4. Any member or associate member of an Advisory Board for Registrants.
5. Any Postmaster.
6. Any other person authorized by the Selective Service Regulations to administer oaths.

No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

351. "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, **only when all of these conditions exist:**

- (a) He is, or but for a seasonal or temporary interruption would be, engaged in such activity.
- (b) He cannot be replaced satisfactorily because of a shortage of persons with his qualifications or skill in such activity.
- (c) His removal would cause a material loss of effectiveness in such activity.

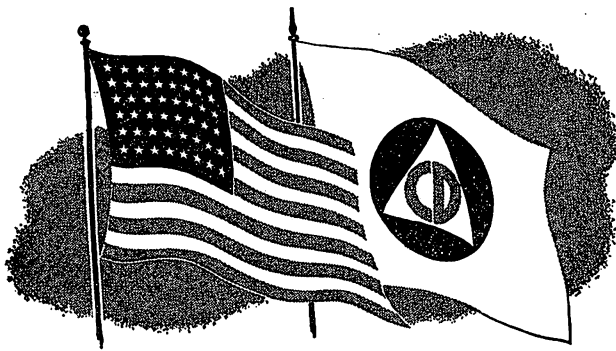
352. Composition of Class II.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the national health, safety, or interest in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation.

(b) In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest in the sense that a serious interruption or delay in such activity is likely to impede the National Defense program.

353. Length of deferments for Class II-A.—(a) Class II-A deferments shall be for a period not longer than 6 months, at the expiration of which time the deferment shall cease. Upon the expiration of any such period, the case of the registrant shall be reopened and his classification considered anew in the manner provided in Section XXX, and, if the facts warrant, the registrant may again be classified in Class II-A for a further period not to exceed 6 months.

(b) Class II-B deferments shall not be limited as to the period during which they shall be effective. The case of a registrant classified in Class II-B may be reopened and his classification considered anew in the same manner and for the same reasons as any other classification. (See Section XXX.)

*File
Defense*



OCD News Letter

OFFICIAL BULLETIN of
the Office of Civilian Defense

WASHINGTON, D. C., NOVEMBER 19, 1941, Number 4

OCD to Promote Bill of Rights Day

On December 15, 1791, an event of tremendous national importance took place. It was on that date, 150 years ago, that the Bill of Rights became a part of our Constitution.

The sesquicentennial anniversary of this historic event is to be celebrated in every State, city, town, and hamlet throughout the country on December 15, 1941, by official Act of Congress. December 15 has been set apart as "National Bill of Rights Day."

Archibald MacLeish, Director of the Office of Facts and Figures, has asked the Office of Civilian Defense to take an active interest in the promotion of Bill of Rights Day and Regional Directors have been requested by the Washington office to emphasize the importance of the day in their contacts with State Defense Councils.

Preparation for the Bill of Rights Day Celebration is "tremendously important," the directors have been advised, "because most of the privileges which we enjoy as individuals and as a Nation are protected by the guarantees in the Bill of Rights." The directors also have been advised that Defense Council Information Committees, both State and local, would constitute a most effective means of pushing the program.

PAMPHLET TO BE ISSUED

A pamphlet stressing the importance of Bill of Rights Day and containing specific suggestions for activities which can be undertaken in each locality is being prepared and will reach every part of the country not later than December 1.

Those days back in the closing years of the eighteenth century were stirring days. A new nation, built upon the solid rock of individual freedom and liberty, was

Our all is at stake, and the little conveniences and comforts of life, when set out in competition with our liberty, ought to be rejected, not with reluctance but with pleasure.

—GEORGE MASON, "Father of the Bill of Rights."

emerging. In contrast to Magna Charta, which was wrested by force from an unwilling King John of England, the Bill of Rights was enacted and ratified by a people at peace with the rest of the world and without civil strife at home. It was the spontaneous expression of free men working out for themselves and posterity a set of ten amendments to their Constitution, which, among other important Freedoms, provided for something which they had never experienced before, either in the New World or the Old—Freedom of Speech, Freedom of the Press, Freedom of Assembly, and Freedom of Worship.

The First Congress of the United States, meeting in Federal Hall, New York, on September 25, 1789, enacted the Bill of Rights. Their action was greatly influenced by George Mason's Virginia Declaration of Rights, passed several years previously by the State of Virginia. It required 2 years and much debate for the necessary two-thirds of the States to ratify these amendments. Finally, on December 15, 1791, Virginia, the eleventh State to ratify, cast the deciding vote which made the Bill of Rights part of our Constitution.

A FACTOR IN NATIONAL DEFENSE

The 462 words in the Bill of Rights, which take less than 2 minutes to read, have been called the "cement of

(Continued on page 2)

the American Union." Only by promise that a Bill of Rights would be added could the founders of this country secure the signing of the Constitution. This brief document has bound the American people into a unity and solidarity which no foreign potentate or dictator has ever achieved. Bill of Rights Day will be hailed throughout the United States as an important part of our national defense. In churches and schools and town halls, wherever young and old may gather, there will be a rededication to those fundamental principles of freedom which have made Americans the happiest and strongest people in the world.

Against a background of totalitarian aggression, and looking out upon a world where Freedom and Justice have perished from many lands, the Bill of Rights takes on new lustre and importance. Every 24 hours brings fresh manifestations of its significance in the daily lives of the American people. They can read whatever newspaper they please. They can write to an editor on any subject they like, and within a few days see their letter in print. They can listen to any and all radio programs, domestic and foreign. They can attend freely the church of their choice. They can assemble together in any place they choose and express themselves freely on any subject which, to them, seems of moment. This is American Freedom. This is American Democracy.

NATION-WIDE OBSERVANCE

Special observances of Bill of Rights Day are being planned in the schools and churches. Special programs will be heard over the radio. A joint session of Congress is being planned in Washington at noon on Monday, December 15, which will be heard all over the country, and which will be sent by short wave all over the world. The theme will be that the United States is still the citadel of democracy.

Two Regions to Train Speakers

Training courses for their speakers' bureaus have been instituted by Regions 2 and 6, according to reports reaching Lieut. Barry Bingham, head of the OCD speakers' bureau. The training will cover type of material, method of presentation, and appeal to different audiences. Lieutenant Bingham hopes the plan will be followed in State and local councils, with professional speakers volunteering their services as teachers.

Regional offices have obtained excellent rosters of speakers. Three guide speeches have been prepared in the Washington office.

New Regional Appointments

Burt Murphy was appointed Regional Director in Region 7 by F. H. LaGuardia, United States Director of OCD, last week. Mr. Murphy succeeds Acting Director, Col. Edward LeRoy Wilbur, who will remain on the regional staff. Mr. Murphy has been active in civic affairs in Omaha for 25 years.

Field staffs of several divisions are complete or nearly so. Miss Wilmer Shields, Volunteer Offices chief, has announced assignments of all regional representatives. They are Miss Evelyn K. Davis, Region 1; Jack Stipe, Region 2; Miss Wilma van Dusseldorp, Region 3; Miss Mary Elizabeth Judy, Region 4; Miss Helen Ludwig, Region 5; John B. Dillencourt, Region 6; Mrs. Wladislava Frost, Region 7; Miss Dorothy B. de la Pole, Region 8, and Mrs. Helen Schreiner, Region 9.

Six regions now have medical officers. They are Dr. Allen M. Butler, Region 1; Dr. H. Van Zile Hyde, Region 2; Dr. W. Ross Cameron, Region 3; Dr. William S. Keller, Region 5; Dr. W. Booth Russ, Region 8, and Dr. Wallace Hunt, Region 9. J. H. Brewster is regional sanitary engineer for Regions 1 and 2, with headquarters in New York City. Miss Marion G. Ransdall has been appointed nursing consultant to the Medical Division in Washington.

Gilbert Harrison, graduate of the University of California, has been added to the youth staff of the Washington office. Mr. Harrison has done radio work on religious relationships for the university Religious Conference. The first regional youth representative, George P. Neilson, Jr., has been announced by Col. Clifton Lisle, Region 3.

Four regional representatives of the Physical Fitness Division have been named. They are Dr. Louis Burnett, Region 3; Carl Stockholm, Region 6, and Frank McCormack and Miss Mabel Lee, Region 7.

★

Two of the conferences scheduled by Director F. H. LaGuardia for governors have been temporarily postponed. They are the meeting in San Francisco with governors of 11 western States and the conference in New York City with governors of 13 eastern States and a representative of the District of Columbia. Dates for these meetings will be announced later.

★

Efforts made to enlist the services of every veteran in the Civilian Defense program are showing results, says Henry Dudley, Veterans' Division chief. Dudley asked national headquarters of all veterans' organizations for addresses of all their local groups and is recommending to each of them that its members join local defense councils. More than 11,000 posts of the American Legion were asked by Milt D. Campbell, their assistant director of defense, to assist their Local Defense Councils in the formation of Civilian Defense Volunteer offices.

The Information Committee—Why, How, and What

RECOMMENDATION:

"I believe that each State and locality should create an Information Committee under its Defense Council, to help make citizens conscious of the facts about defense."

F. H. LaGUARDIA.

WHY AN INFORMATION COMMITTEE?

1. To get the facts about the total defense program.
2. To develop local interpretations of the facts to make them more meaningful.
3. To develop locally programs and campaigns important to defense.
4. To provide speakers on defense subjects as requested by local organizations.

HOW TO SET UP AN INFORMATION COMMITTEE

Every community has persons who are responsible for the success of the Community Chest and other charitable enterprises. These persons know how to mobilize all the resources of the community to get things done. Frequently they include: A newspaper man, a

radio station executive, the manager of a local theater, an advertising agency executive, a window display expert, a woman who knows community organization, the local superintendent of schools, and a representative of church groups in the community.

Such persons in the various communities should be organized into Information Committees at once. They should be made part of a local defense council.

WHAT SHOULD THE COMMITTEE DO?

1. Develop working relationships with local press, radio, theater, window displays, outdoor advertising and organization sources to get widest possible opportunities for dissemination of defense information.
2. With whatever help can be made available locally, prepare localized news stories, radio scripts, speeches, programs for meetings, to tell the defense story.
3. Create opportunities for presentation of defense facts through every medium.
4. Assist in campaigns for specific purposes, as requested by State Defense Councils.

Urges Information Committees

All regional directors of OCD have been requested by Corrington Gill, Deputy Director-In Charge of Operations, to place continued stress on the creation of public information committees within the structure of each local Defense Council.

Mr. Gill has recommended that each Regional Director assign one person on his staff to stimulate the organization of such committees.

"In connection with the promotion of information committees," he has written the directors, "two suggestions have been made by persons with whom the idea was discussed. In New York City where volunteer offices have been large enough to justify publicity committees in connection with the volunteer office, the suggestion has been made that it might be well to tie the information committees into the volunteer offices or at least have them work

very closely in connection with the publicity committees of such offices. This suggestion should be considered in recommendations to larger cities for the establishment of information committees.

"The other suggestion has to do with communities too small to justify the creation of special information committees. In such communities there is ordinarily the editor of a weekly paper or some individual who has had publicity and public relations experience who can be asked to serve as the key person in handling publicity and information. This suggestion should be passed on to all State Defense Councils."

A summary of suggestions on the formation of information committees, as sent to regional directors, will be found elsewhere on this page. Such information committees as had already been formed had their first opportunity for service in connection with Civilian Defense Week. Further opportunity is offered them in publicizing Bill of Rights Day, December 15.

Urge Greater Use Of Gymnasiums

Basis of the program of the Physical Fitness Division will be the greater utilization of existing facilities for physical education, according to Miss Alice Marble, who is in charge of women's programs. Many school and organization gymnasiums and game rooms are idle a great part of the time and the aim of the division is to see that they are given greater use by providing volunteer workers to staff them.

John B. Kelly is director of the division and he is assisted by Miss Marble and Miss Mary Kendall Browne. They are working to focus attention on the need for and importance of physical fitness. Opportunities for both group and individual activities will be carried out, they assert. Particular attention will be paid to communities where large numbers of defense workers have taxed existing recreational facilities.

The division has an advisory board which includes outstanding men and women in the field of sports and physical education. These board members have helped plan the program and will assist in carrying it out.

All groups or organizations now carrying on programs which fit in with the division's own plans will be encouraged to serve greater numbers. Regional representatives, as well as State and local heads, will be largely volunteer.

★

The Pennsylvania State Council of Defense has scheduled schools for air raid wardens for industry at the University of Pennsylvania, Philadelphia, November 20 to 22, and at Carnegie Institute of Technology, Pittsburgh, December 4 to 6. Lewis O. Barrows will conduct both schools. Capt. Donald Leonard and Lt. Comdr. S. J. Singer of the Washington office will address the Philadelphia classes.

★

Two day schools to train instructors in the duties of the auxiliary police were conducted by the Federal Bureau of Investigation in 52 cities last week. The instructors so trained will give courses in cities which are organizing auxiliary police forces as a part of the civilian protection program of OCD. The auxiliary police are one of the 14 groups which make up a Citizens' Defense Corps. All groups operate as a team in case of an emergency.

★

The survey of fire-fighting apparatus now in service, conducted by the Division of Civilian Protection of OCD, is more than three-quarters complete and shows that State and local councils and individual fire departments have been most cooperative. The survey, made in all towns of 5,000 or more, will supply data to be used in allocating such fire-fighting equipment as may be authorized under legislation now pending before Congress.

Blackout Guide Goes to Councils

"Blackouts," sixth in the series of planning guides prepared by OCD, was issued last week. A comprehensive 60-page pamphlet, it was prepared under the direction of the Chief of Engineers, U. S. Army, with suggestions of the National Technological Civil Protection Committee.

The first chapter describes the purpose, scope, definitions, training, and procedure, action after blackouts, and basic considerations in planning blackouts. It fixes responsibility for the execution of blackouts, their legalization and enforcement organization, as well as the education of the public, communications, and the extent and nature of lighting restrictions.

Other chapters are concerned with various types of public and private buildings, utilities, and transportation. Distribution has been made to State and Local Defense Councils.

★

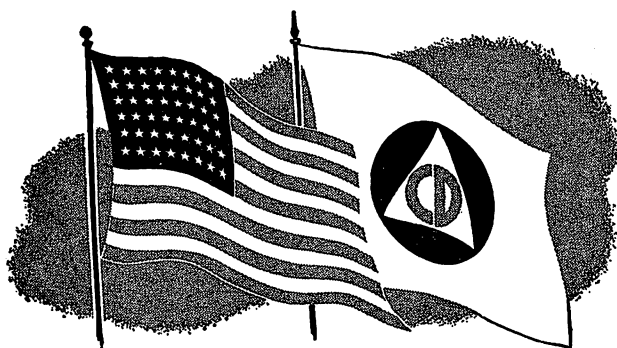
Since hospitals approved by the American Medical Association and the American College of Surgeons for giving training to volunteer nurses aides are to be found within the jurisdiction of 947 American Red Cross chapters, that number of chapters offering the course has been set as an immediate goal by the Red Cross and the Medical Division of OCD. Although 39 States and the District of Columbia now have such chapters, by far the largest number is in the eastern seaboard States.

70 Women Hear OCD Program

Women's activities in the Civilian Defense program were discussed at a conference held last week in Washington with representatives of nearly 70 women's national organizations. Mrs. Eleanor Roosevelt and Miss Eloise Davison presided, and members of State defense councils and women from government agencies cooperating in the program attended.

Response of the women's organizations to the OCD program was most heartening, according to Miss Davison. Community groups were reported to be working on projects which will fit in with volunteer activities. These will be made part of the local plans so there will be no duplication of effort and all community enterprises will have the greatest popular support.

The OCD program was outlined in a series of addresses by members of the various divisions and answers were given to specific questions.



OCD News Letter

OFFICIAL BULLETIN of
the Office of Civilian Defense

WASHINGTON, D. C., OCTOBER 25, 1941 Number 3

Civilian Defense Week Nov. 11-16

The President has proclaimed Nov. 11-16 as a period during which the Nation should give thought to the necessity and objectives of civilian defense.

General plans for the week have been formulated by the Washington Office of Civilian Defense and cooperating governmental and private groups.

The purpose of the week, as outlined by United States Director F. H. LaGuardia will be threefold:

1. To stimulate the people to an awareness of the need for civilian defense and the many specific ways in which people can participate.
2. To inform the people as to how local civilian groups are being organized and how a civilian can enroll and serve.
3. To stimulate the establishment of Volunteer Offices so that active civilian protection and community service programs can proceed promptly.

"The only effective answer to total war," said Director LaGuardia, "is total defense. That will be the theme of the week."

"The responsibility for carrying out and adapting national plans will fall to the Regional Directors of the OCD and their staffs and the State Defense Councils," Director LaGuardia explained, "but the real opportunity rests with Local Defense Councils to carry to all the people of the United States the story of what civilian defense means and the various opportunities for service it offers to every man, woman, and child in the country. We in the national office are making and will continue to make every effort to assure the success of Civilian Defense Week but the real measure of success will be how well the Defense Councils tell the stories in their own communities.

(Continued on page 2)

CIVILIAN DEFENSE

By the President of the United States of America

A PROCLAMATION

WHEREAS on May 20, 1941, with a view to ensuring the most effective correlation and use of the instruments of civilian defense, I established by Executive order the Office of Civilian Defense; and

WHEREAS by my proclamation of May 27, 1941, I declared that an unlimited national emergency confronts this country, which requires that its military, naval, air, and civilian defenses be put on a basis of readiness to repel any and all acts or threats of aggression directed toward any part of the Western Hemisphere; and

WHEREAS it is the manifest duty and desire of every person in the United States to participate in measures essential to civilian defense:

NOW, THEREFORE, I, FRANKLIN D. ROOSEVELT, President of the United States of America, do hereby designate the period commencing on Armistice Day, Tuesday, November 11, 1941, and continuing through Sunday, November 16, as a time for all persons throughout the Nation to give thought to their duties and responsibilities in the defense of this country, and to become better informed of the many vital phases of the civilian defense program and of the opportunities which it offers for the participation of every individual American in the defense of our priceless heritage, and I request the Governors of the several States, Territories, and possessions of the United States to issue similar proclamations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States of America to be affixed.

Done at the city of Washington this twenty-second day of October in the year of our Lord nineteen hundred and forty-one and of the Independence of the United States of America the one hundred and sixty-sixth.

[SEAL]

FRANKLIN D. ROOSEVELT

By the President:

CORDELL HULL

Secretary of State.



"I, therefore, urge that every State and Local Defense Council give the program its immediate attention and do whatever necessary to translate it into action without delay."

PAMPHLET PREPARED

A pamphlet entitled "Civilian Defense Week, Plan and Suggestions for Defense Councils" has been prepared in the Washington Office of Civilian Defense and has been sent to governors and State Defense Councils. Local Councils which have not received copies from the State organizations should communicate with them or with their Regional Directors at once.

It is recommended in the pamphlet that as a first step the chairmen of Local Defense Councils delegate a member to be in charge of each of the 6 days of Civilian Defense Week. Suggested day-by-day programs are contained in the booklet but it is pointed out that these of necessity must be adapted for local use. They provide merely a skeleton outline to be filled in by community councils, each determining its own needs and methods of approach. The Office of Civilian Defense, cooperating with the Division of Information, Office for Emergency Management, will provide Local Councils with guide speeches for the various days of the week and release newspaper stories and photographs nationally as well as arrange for newsreel stories, network radio broadcasts, and spot announcements. The local newspapers and radio stations and the local speakers' bureaus, it is pointed out in the pamphlet, will constitute the real backbone of the information program.

INFORMATION COMMITTEES

Since the purposes of Civilian Defense Week are largely educational, it is recommended that the chairman of the Local Defense Council who has not already done so should immediately set up an information committee whose functions shall be to obtain the widest possible publicity throughout the week through newspapers, radio, and all other available media. On the committee should be included editors of the local newspapers, managers of radio stations, at least one motion picture theater manager, and experts on window displays, outdoor advertising, and newspaper display advertising. It is suggested that this committee have the full time services of an executive assistant to the chairman.

In the pamphlet, the Washington Office of Civilian Defense re-emphasizes the previous request for the establishment of speakers' bureaus by each Local Defense Council. It is recommended that the chairman of the bureau should have speakers available for all occasions during the week.

A detailed program for Civilian Defense Week as suggested by the Washington Office follows:

Schedule of Civilian Defense Week

Armistice Day, Tuesday, November 11.
War Against Waste Day, Wednesday, November 12.
Sign Up for Defense Day, Thursday, November 13.
Health and Welfare Day, Friday, November 14.
Civilian Protection Day, Saturday, November 15.
Freedom Day, Sunday, November 16.

ARMISTICE DAY, TUESDAY, NOVEMBER 11.

Purpose—To emphasize that Armistice Day is a symbol of the determination of this country to preserve the ideals upon which it is founded.
Theme—Only by being stronger than anyone else—which means total preparedness—can we hope to avert the celebration of a second World War Armistice Day.
Method—Assist the veterans in demonstrating their support of Civilian Defense activities.

WAR AGAINST WASTE DAY, WEDNESDAY, NOVEMBER 12.

Purpose—To inform the public why and how critical supplies required for national defense and essential civilian uses should be conserved.
Theme—The party is over; we must stop extravagances. Spread the sacrifices. Save—Simplify—Substitute.
Method—Encourage all consumer groups to conserve by:
1. Avoiding waste of all kinds.
2. Proper maintenance and repair of consumer goods.
3. Buying only to meet current needs.

SIGN UP FOR DEFENSE DAY, THURSDAY, NOVEMBER 13.

Purpose—To inform the public of the existence of Volunteer Offices or to stimulate their establishment, and to explain the range of their activities.
Theme—There will be a part in Civilian Defense for you.
Method—Through newspapers, radio, and speeches urge all citizens who desire to participate in Civilian Defense to enroll at the Volunteer Office in their community.

HEALTH AND WELFARE DAY, FRIDAY, NOVEMBER 14.

Purpose—To emphasize the importance of a strong, secure population as a foundation for strong military defenses; to minimize in the com-

munity the economic and social disturbances caused by the impact of the defense program and its consequent shortages, disemployment, etc.; to promote the cause of physical well-being, especially in times of national trial.

Theme—Only a fit nation can defend itself.

Method—Through all available media, inform the public that protection of civilians includes protection of their physical well-being by proper exercise, nutrition, and medical care, protection of their social welfare by adequate recreational, educational, and housing facilities, etc.

CIVILIAN PROTECTION DAY, SATURDAY, NOVEMBER 15.

Purpose—To stress the need for civilian protection particularly in target areas and the need for civilian participation in community service activities everywhere and to stimulate the desire to volunteer for service in both.

Theme—We must be ready.

Method—Explain and demonstrate the existence of and role played by each unit of the Citizens' Defense Corps.

FREEDOM DAY, SUNDAY, NOVEMBER 16.

Purpose—To reaffirm our faith in the fundamental freedoms.

Theme—A nation founded upon essential freedoms must defend them.

Method—Through the cooperation of the churches and citizens devote this Sunday both during church services and at community meetings throughout the Nation to a reexamination of our historical principles and the threat to them today.

Governors Will Meet Director

To assist the Office of Civilian Defense in perfecting the organization of its national defense effort, United States Director F. H. LaGuardia last week asked governors of all States to meet with him in a series of conferences.

The first will be in New Orleans, November 24, with governors of 10 Southern States. The next, November 27, will be in San Francisco with governors of 11 Western States. On December 1 governors of 14 Central States will meet in Chicago. The last conference, December 3, will be with governors of 13 Eastern States and a representative of the District of Columbia in New York City.

Governors have been invited to outline the problems they and their State Defense Councils would like to have discussed.

First Handbook Is for Wardens

The first of a series of handbooks, this one for air-raid wardens, was issued by the Office of Civilian Defense this week. The purpose of the handbooks is to instruct the individual enrolled civilian defense worker in his duties and to serve as a reference.

Since the first handbook is primarily for the local worker it includes space for maps and lists of addresses and telephone numbers and other local material that will be a necessary part of the wardens' information.

Publications of OCD fall into five classes. First is the planning guide or manual, of which six have been issued. These publications are for the guidance of responsible executive officers and contain outlines of general procedure in the civilian defense program. Those issued so far are "Local Organization for Civilian Protection," "Emergency Medical Service for Civilian Defense," "Protection of Industrial Plants and Public Buildings," "A Civilian Defense Volunteer Office," "Enrolled Volunteer Worker Groups for Civilian Defense," and "Air Raid Warning System."

The second type of publication is the memorandum, of which one—on Municipal Signalling Systems—has been distributed. The memoranda are primarily technical publications and are designed for limited distribution to executives and professional consultants.

Textbooks will make up the third series of publications. Each textbook will be a complete exposition of one particular phase of civilian defense and it will be prepared by a recognized authority on the subject. The handbooks already mentioned will contain key facts from the textbooks.

Finally there will be Civilian Instruction Pamphlets which are intended for the use of all civilians and which will contain the simplest possible instruction in civilian defense methods.

★

The Pennsylvania State Council of Defense, working through county councils, began a series of "defense institutes" Monday, October 20. The institutes will run through October 31 and will include 22 counties. Eventually all counties will have such meetings.

"The plan is to present last-minute information on all phases of the civilian defense program at each institute, so that county and local council members and community leaders can proceed effectively," said Dr. A. C. Martz, executive director of the State council.

Lackawanna, Luzerne, Northampton, Lehigh, Schuylkill, Berks, Dauphin, Lebanon, and York Counties are having 2-night institutes. One-night meetings are being held for Lancaster, Lycoming, Northumberland, Carbon, Wyoming, Susquehanna, Wayne, Pike and Monroe, Sullivan and Bradford, and Columbia and Montour Counties.

Massachusetts Uses Publicity

The Massachusetts Committee on Public Safety, the group that serves that State as a defense council, has a well-organized public information division, headed by a committee of specialists, each an expert in his own medium of publicity. The committee determines policy, which is executed by a full-time staff of 10 salaried writers, radio men, and typists.

The Division gives the following summary of its activities, which may serve as a guide to State and community defense councils whose public relations sections have not yet been organized:

Newspaper Publicity.—An average of five general releases a day, some accompanied by pictures, are sent out covering the activities of the other divisions. The subjects include, for instance, news of Air Raid Precautions Schools, committee appointments, speeches by committee officials, warnings on fuel shortages, evacuation plans, etc. In addition our staff compiles information to be used as the basis of individual feature stories in hundreds of newspapers and magazines.

Radio.—Whenever anything of importance occurs, we blanket the State with spot announcements via 22 radio stations. Special programs are broadcast from time to time. (A Civilian Defense reporter appears on regularly scheduled programs throughout the week and, in addition, there are two dramatic shows, interviews with local chairmen, and talks by local fire chiefs.)

Speakers' Bureau.—All speakers on Civilian Defense are volunteers and are available for meetings or rallies planned by defense committees, veterans organizations, civic, patriotic, fraternal, industrial, or labor groups.

In addition, specialized speakers are sent out to talk on particular defense subjects such as nutrition, ARP work, gasoline conservation, etc.

Exhibits.—Demonstrations such as incendiary-bomb extinguishing have been devised and may be secured by local committees through this office. This fall we will have spectacular exhibits at the Brockton Fair and the Eastern States Exposition in Springfield.

Civilian Photographers Volunteer Corps.—Hundreds of capable photographers have been enrolled to assist us in dramatizing our publicity. They have been divided into groups coinciding with the new regional plan, and the services of each group will be placed at the disposal of the Regional Public Information Director in each area.

Window Displays.—A State-wide organization of window-display men has been formed to utilize this important medium of advertising. The first project undertaken by the committee was a display built on the "Pledge of Allegiance to the Flag," which appeared in Boston store windows over the July 4th week end.

Outdoor Advertising.—In preparation for any important drives we may be called upon to conduct in the near

future, arrangements have been made with outdoor advertising companies and leading advertisers to donate more than 500 billboards for the use of the Committee on Public Safety.

Special Campaigns.—Specific tasks such as the aluminum drive and the gasoline conservation campaign find the Public Information Division prepared to handle the necessary publicity. In these cases certain members of the staff are assigned to stick with the job until it is finished, and additional writers are also appointed to serve for the duration of the campaign.

Local Publicity Chairmen.—Each local Committee on Public Safety has a publicity chairman responsible for reporting the news of his group to the local papers, booking speaking engagements, etc. We are in constant touch with these men, offering suggestions and furnishing ideas for stories. A copy of a "news summary" is sent to them every week.

State Councils Hold Schools

Two 3-day schools for air-raid wardens have been scheduled by the Division of Plant Protection of OCD. Lewis O. Barrows, former governor of Maine and instructor in two courses at Massachusetts Institute of Technology, will direct the schools.

The first, October 30 to November 1, sponsored by the Connecticut State Defense Council, will be at Trinity College, Hartford. The Rhode Island State Council of Defense will hold the second at Brown University November 12 to 14.

Governor Barrows made a survey of Atlantic seaboard States before starting these schools, which will be followed by others in the same area.

★

The New Hampshire State Council of Defense opened its first civilian defense training school for women Sunday, October 19, at the Gilford, N. H., recreational area. Mrs. Sara Otis, head of the women's division of the council organized the school. Courses in air-raid precautions, canteen feeding, home nursing, first aid, and motor-corps training were offered. Among guest speakers were Dean James M. Landis, Regional Director, and Gov. Robert O. Blood.

★

Two regions are now headed by new acting directors. Joe Deutchle is acting director of Region 5 and Colonel Roberts S. Harsh has returned to his regular duties as a representative of the corps area commander. Director F. H. LaGuardia last week accepted with regret the resignation of Charles R. Page, Region 9 Director. Since that time Jack Helms has been acting director. Both regional office addresses remain the same.

July 16, 1941

Mr. James E. O'Leary
Chairman Advisory Board
Southborough, Mass.

Dear Mr. O'Leary,

At the last meeting of the Board of Selectmen
it was voted to request a transfer from your Board,
of the sum of \$100.00, to be transferred to the
Selectmen's account, to be expended for National Defense
work.

Yours truly,

BOARD OF SELECTMEN

By *Hamilton Armstrong*
Clerk.

BS:HA

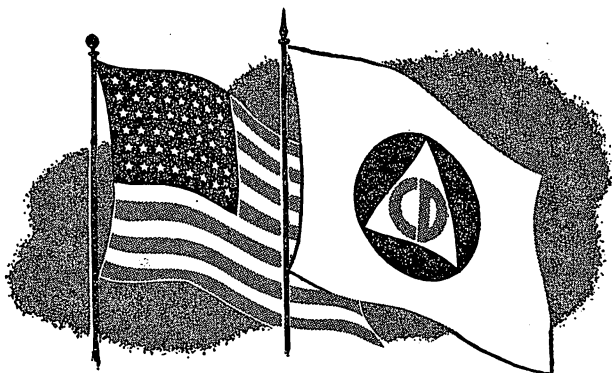
FINNISH RELIEF FUND, INC.

SOUTHBOROUGH, MASS.

HAMILTON ARMSTRONG
CHAIRMAN

CHARLES H. NEWTON
TREASURER

File
Defense



OCD News Letter

OFFICIAL BULLETIN of
the Office of Civilian Defense

WASHINGTON, D. C., SEPTEMBER 19, 1941 Number 1

A Civilian Defense Volunteer Office

Detailed instructions as to how volunteers may enroll for and participate in their own community defense program have been announced by F. H. LaGuardia, Director of the Office of Civilian Defense.

The instructions are contained in a 36-page manual issued by OCD, entitled "A Civilian Defense Volunteer Office." The manual is the result of several months' study of the opportunities for civilian participation in the defense program, not alone in the various volunteer services but in conjunction with the various branches of the Federal Government engaged in social service.

Copies of this manual have been sent to Governors and State defense councils for distribution to local defense councils. Communities which have not received their allotment of the manuals should communicate with their State organization which can secure all necessary copies from the U. S. Director of Civilian Defense, 2000 Massachusetts Avenue, Washington, D. C.

"By means of this manual," Mayor LaGuardia said, "every community in the United States will have the exact instructions by which its own citizens can establish a central place where those desirous of helping their country's defense program can go to volunteer for a specific job or to learn where to train for such a job."

Mayor LaGuardia pointed out that conditions vary between communities and that the manual recognizes the differences between urban and rural sections.

WORK WITH DEFENSE COUNCILS

"The Civilian Defense Volunteer Office," Mayor LaGuardia said, "will work with the local defense council to survey the community needs for volunteer personnel before it begins enrollment. After the community defense requirements have been appraised, the manual outlines plans for listing opportunities for volunteer services and the facilities for training. The manual outlines plans and specifications for volunteer participation in recreation, health, welfare, family security, nutrition, education, and other types of public and private community service." (Continued on page 2)

Why This News Letter...

CIVILIAN DEFENSE is a new problem. It was created by modern methods of warfare which minimize battlefronts and rain death and destruction on total populations.

The purposes of Civilian Defense are to protect the life and property of civilians in event of emergency and to help them prepare for the part they must play in preserving the freedoms which this Nation guarantees. Plans and programs for both purposes are being prepared by the Office of Civilian Defense. These will be sent officially to Governors and to State defense councils, through which their adaptation and application in localities are to be effected.

The purposes of the Office of Civilian Defense News Letter are to call widespread attention to plans and programs, after they have been transmitted officially, to report successful experiences of States and localities in the development of Civilian Defense activities, and to encourage States and localities in the development of programs adequate to meet every civilian defense need. The News Letter will be issued whenever there is a story of importance to tell. No attempt will be made to publish it regularly.

U. S. Director, Civilian Defense



Mayor LaGuardia said that where no local defense council exists in a community, organized groups should take the initiative and establish a Civilian Defense Volunteer Office.

"There is no time to be lost," the Mayor warned, "because there are many people who want to serve defense and a great many programs that need their services."

Commenting on registrations already held in numerous communities under auspices of local defense councils, Mayor LaGuardia said:

"The local Volunteer Office should make use of such registration cards after it has ascertained the opportunities for volunteers; it should get the persons registered to come into the office to be interviewed and into training for their jobs."

TRAINING ALREADY BEGUN

"Many organizations already have training courses for volunteers in the defense program. It is not the purpose of the Office of Civilian Defense to interfere with them. We suggest that when volunteer service for the community is under consideration, such organizations assist the defense effort by asking their members to enroll at the Volunteer Office as individuals.

"No one can predict the scope of the emergency in every American community. If, through fraternal and other organizations, persons are carrying on worth-while work at this time, the Office of Civilian Defense hopes they will continue. We would ask, however, that they register at the Volunteer Office so that it may become a clearing house for volunteer effort and have the information concerning the special skills of those citizens who are in a position to render community defense service.

REGIONAL DIRECTOR'S DUTIES

The Regional Director's duties in connection with Civilian Defense Volunteer Offices will consist in urging development of these offices in all communities within the region. Members of the Volunteer Participation Committee will also be expected to stimulate development of volunteer offices.

Set up within the Division of Civilian Participation is a department of Community Volunteer Service. This department will have nine field workers, one of whom will be assigned to each region, working out of the regional office, under the direction of the Regional Director.

Establishment of volunteer offices will be done under the direction of the Department of Community Volunteer Service and will coordinate, through contacts with Federal departments and National Health and Welfare Agencies, the development of adequate work opportunities and training for volunteers.

Three More Manuals Are Distributed

Three manuals dealing with Civilian Defense activities in addition to that concerning Volunteer Offices have recently been issued by the OCD and are now in the hands of Governors or State Defense Councils by whom they will be distributed to local communities.

THE TITLES:

"*Emergency Medical Service for Civilian Defense*," a pamphlet outlining in considerable detail a basic plan for the organization and expansion of hospital facilities along both seaboards and industrial areas in the interior. It also outlines plans for the rapid expansion of nursing facilities through intensive training of adequate numbers of Volunteer Nurses' Aides and other nursing auxiliaries. "*Protection of Industrial Plants and Public Buildings*," a planning guide designed to provide for protection against air raids, the guarding of personnel in an emergency, and the maintenance of a high production rate.

"*Enrolled Volunteer Worker Groups for Civilian Protection*," a manual outlining in detail the specifications and restrictions for the reproduction and use of the insignia for the many groups of enrolled volunteer Civilian Defense workers and describing their duties.

Local councils which have not received a supply of these manuals should communicate with their Governor or regional director.

The pamphlet on Enrolled Worker Groups describes briefly the services for which special training is necessary—such as air-raid wardens, auxiliary police, bomb squads, fire watchers, etc. Insignia to be worn by the various groups are reproduced in the booklet. In a foreword U. S. Director F. H. LaGuardia points out that "general uniformity everywhere in group functions and identifying insignia is, of course, desirable."

REGIONAL DIRECTORS

REGION I—Dean James M. Landis, 9 Park Street, Boston, Mass.

REGION II—Col. Franklin D'Olier, Port Authority Building, 111 Eighth Avenue, New York, N. Y.

REGION III—Col. Clifton Lisle, acting, Enoch Pratt Library, 400 Cathedral Street, Baltimore, Md.

REGION IV—Dr. Joseph C. Menendez, Room 206, City Hall, Atlanta, Ga.

REGION V—Col. Robert S. Harsh, acting, 427 Cleveland Avenue, Columbus, Ohio.

REGION VI—Maj. Raymond J. Kelly, 1200 South La Salle Street, Chicago, Ill.

REGION VII—Col. Edward Le Roy Wilbur, acting, 620 World-Herald Building, Omaha, Nebr.

REGION VIII—Mr. R. E. Smith, Room 1014, Majestic Building, San Antonio, Tex.

REGION IX—Mr. Charles R. Page, 233 Sansome Street, San Francisco, Calif.

(If you need additional copies of OCD manuals write to your regional director as listed above.)

Volunteers Told How They Can Aid

The story of how every American can play a vital part in the Civilian Defense program was told over the Columbia Broadcasting System, September 5, by Mrs. Franklin D. Roosevelt, F. H. LaGuardia, U. S. Director of Office of Civilian Defense, and Paul V. McNutt, Director of Defense Health and Welfare Services. Mayor LaGuardia urged that each community set up a Civilian Defense Volunteer Office as a clearing house for all volunteer effort and explained necessary procedure. "We can't set up a Volunteer Office for you," he said. "Each community will have to do it for itself; all we can do from Washington is to give you factual information and suggestions as to set-up."

NO TIME TO LOSE

"Most of those who guard the home front," said Mr. McNutt, "may not march to military music, but the work we must do is as important to our common defense as that of our armed forces and defense industry. Many of the activities we shall carry on in the name of defense are the same sorts of things we have always done to protect our communities against disease, malnutrition, and other social ills. But we must never forget that, important as such activities may have been in ordinary days, they are imperative now. Now we have no time to lose, and now we cannot fail!"

Specific information as to the part volunteers might play was developed in a series of questions asked Mayor LaGuardia by Mrs. Roosevelt.

Q. Mr. Mayor, let's take a citizen who wants to volunteer his or her services for Civilian Defense. What is the first step to take?

A. The first step is for that citizen to go to his local Volunteer Office in his own community and offer his services.

Q. How does he get in touch with his local Volunteer Office?

A. He can reach them by calling the office of his mayor and I presume the telephone exchange can give him the information, too.

Q. But suppose there is no local Volunteer Office?

A. Well, you should see that one is set up. Urge it on your local Defense Council or your mayor and ask that it be established at once.

Q. But suppose this citizen lives in a rural area?

A. Then he should get in touch with his county authorities, the county judge or county commissioner.

Q. Or he could write the Governor of his State, couldn't he? I believe every State has a State Defense Council appointed by the Governor.

A. That's right, not only State, but local and county councils.

Q. Are there a great many of these councils now in existence?

A. There are 2,866 Defense Councils now in operation, in every State in the Union, and more are forming every day. Each Defense Council is expected to establish a Civilian Defense Volunteer Office, where people can enlist and be assigned to specific jobs.

Q. I am wondering about some individual cases. I had a letter recently from a young businessman 28 years old, in a moderate-sized town. He is not eligible for active service, but he wants to do his part to defend his country. He has a full-time job, but he is willing to devote his spare hours to Civilian Defense work. What type of job would you suggest for him?

A. I would suggest that he enroll as an air raid warden or firefighter. He would also be valuable in many of the jobs that help to build his community, such as assisting his local housing authority, making lists of home vacancies, directing recreational work for men or boys, or participating in discussion forums or listening posts. Nothing is more important than accurate information of what is going on in the world. One need not be a military or naval expert to understand world conditions, whether or not war threatens. All that is needed is accurate information. The variety of jobs is almost unlimited. I am only suggesting a few to indicate the scope of the work.

Q. It seems to have unlimited possibilities. I was struck with another letter from a young woman who supports her family by holding an office job. She feels that her spare hours could be spent to help national defense. What would you suggest for her?

A. Any agency working for civilian defense would welcome her services. She could make a valuable contribution to the job of defense by typing, filing, operating a switchboard. There are a lot of jobs like that where business training helps.

Q. I can see how useful she would be. Now I also have talked to many young girls without jobs who would like to volunteer their services. Where could they be most useful, Mr. Mayor?

A. There are so many opportunities it is hard to choose among them, but I would say that a very valuable type of work is the Nurse's Aid Training which is operated by the Red Cross. This training course is followed by actual work in hospitals and other institutions where nurse's assistants are increasingly needed.

Q. I am glad there are going to be those possibilities for the young people. But I am not forgetting another type I frequently meet, the housewife with several children who feels she can manage a few hours a day away from her home duties and wants to give those hours to her country. Couldn't her services be used?

A. They certainly could. I think immediately of the work of tending a day nursery for children whose mothers are employed in defense industries. There

(Continued on page 4)

is vital work in the field of diet and nutrition. These are constructive tasks for building the strength of our people.

Q. And that, I agree with you, is highly important. Another case I have in mind is an older woman, a grandmother, who cannot get out to take an active part in community life. Are there things she can do in her own home that will help?

A. Most decidedly so. She can knit and sew garments to be used for the Red Cross. If she lives in a rural area, I can see another very important job she could undertake. She could work with her County Home Demonstration Agent to start a community canning enterprise. She could get her neighbors to join with her in bringing food products to a central point to be canned or preserved under her direction.

Q. Let me present another specific case to you. I imagine there are a great many like it. Here is a businessman who is a community leader and president of one of the civic service clubs, such as Rotary or Kiwanis. He wants to know how he can make his organization useful to Civilian Defense.

A. His best contribution would be to urge all his club members to enlist at the local Civilian Defense Volunteer Office. Any member of his group who has specialized training will be used in the job where his training will be of the most benefit.

Q. I can see how wide the opportunities are for service. It is really a case of the individual deciding to go to work and choosing a spot where he can do the most good, isn't it?

A. Absolutely, Mrs. Roosevelt. There are opportunities even for boys and girls, who can get out their bikes and act as messengers for the local defense groups. Even the physically handicapped can play a helpful role. There is—and you know so much about it, Mrs. Roosevelt—an opportunity of placing every individual in some kind of particular work. Perhaps we may demonstrate in this volunteer field something that business and industry have failed to do.

Mrs. Roosevelt Named to OCD

Mayor F. H. LaGuardia, Director of OCD, has appointed Mrs. Franklin D. Roosevelt an Assistant Director of Civilian Defense. In announcing the appointment Mayor LaGuardia said:

"The critical condition of the country at this time makes imperative the participation of every man and woman in some way in the program of Civilian Defense. In the appointment of Mrs. Roosevelt we have America's No. 1 Volunteer. Mrs. Roosevelt made a study of volunteer participation in Civilian Defense long before the office was created. She has been very helpful ever since

and has contributed a great deal to the general program of volunteer participation, which was announced a few days ago and is now in the hands of the States' Councils of Defense."

Other recent OCD appointments announced by Mayor LaGuardia were:

Corrington Gill to be Deputy Director in charge of operation of the OCD. Mr. Gill, prominent in the planning and administration of Federal public works programs for the last 10 years, will resign his position as assistant commissioner of the Work Projects Administration to accept the defense post. In establishing this new function within the OCD, Director LaGuardia said he had requested Mr. Gill to coordinate the civilian defense activities of all Federal agencies and to take charge of the OCD field staff. Mayor T. Semmes Walmsley will continue as Acting Deputy Director of the OCD.

Miss Wilmer Shields, of New Orleans, La., to head the newly created Division of Community Volunteer Service of the OCD. She will supervise a field staff. Miss Shields, formerly instructor in child welfare in the Tulane University School of Social Work and research secretary and executive of the New Orleans Council of Social Agencies, has more recently been on the field staff of the Association of the Junior Leagues of America.

Mrs. Katharine Rogers Van Slyck, of Cedarhurst, N. Y., as Consultant in the Office of Civilian Defense. Mrs. Van Slyck is Executive Secretary of the Association of Junior Leagues of America and has served on the staff of the New York Charity Organization Society. She also is a former vice president of the National Conference on Social Work.

2,866 Local Councils Now Organized

Latest reports to the Office of Civilian Defense from 46 States show that 2,866 local councils have been set up and that 282 are in the process of organizing.

Working relationships have been established in each regional area with States and localities, and provision has been made for active cooperation on all civilian defense programs as they are released from Washington.

Through the cooperation of the War Department the Fire School at Edgewood Arsenal has been in operation since June 30, training selected representatives of various cities so that they can return to their homes and train instructors for local fire departments and the volunteers who will form the first line of civilian defense against air raids.

An agreement has been reached with the American Red Cross to train 100,000 volunteer nurses aides during the next 12 months.

Reports from the States indicate that thousands of persons already have been trained and are enrolled under established protective services ready to meet any emergency which may develop.

*File
Selective Service*

kb

SELECTIVE SERVICE HEADQUARTERS
93 Massachusetts Ave.
Boston, Mass.

November 30, 1940

Selective Service Circular)
No. 57)

OCCUPATIONAL DEFERMENTS UNDER SELECTIVE SERVICE

Notes on Form 42 (Claim for Deferment)

1. In Selective Service Circular No. 39 (dated Nov. 20) were given suggestions as to the scope of an employer's affidavit on a claim for deferment on grounds of occupation (Class II-A). In response to many requests, the essentials are here given in concise form. The use of Form 42 is preferable, but any form of affidavit duly sworn to is permissible.
2. The affidavit will be considered by the Local Board when classifying the man, in the light of Par. 351-352 of Selective Service Regulations. (These paragraphs are quoted in Circ. No. 39.) Therefore, the affidavit should explicitly meet the description of a "necessary man".
3. It is recommended that (unless a different form of statement has been accepted by the local board) the affidavit should include the following:
 1. Name of man. Order number.
 2. Statement that he is now employed by claimant (or if temporarily laid off, why) and name of claimant.
 3. Name of man's job. What the duties and responsibilities are. Degree of skill or experience required.
 4. Statement that man is "necessary" to employer; that is, he cannot be satisfactorily replaced because of a shortage of available persons with his qualifications or skill. Add here the period necessary to train a replacement for this particular man. State whether an expanding program makes it probable that this man can or cannot be released for military duty at the end of such a training period.
 5. In what way, and to what extent the operation of this industry, business or service is necessary to National health, safety or interest, in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation. This statement can be standard; but the man's individual connection with it must be made clear. Such as "90% of time is spent on U.S. Government orders for defense materials."

RECEIVED
DEC -7 1940

A7

Selective Service Circular)
No. 57)

-2-

6. "My relationship or association" may be stated as "Employer" if signed by a principal; or "Personnel Manager" or the like, for an authorized representative of the employer.

By direction of the Governor

EDGAR C. ERICKSON
State Director

Official
Chester A. Furbish
Chief, Executive Div.
RCC/kb

Selective
ServiceSelective Service Headquarters
93 Massachusetts Ave.,Boston, Mass.
Dec. 6, 1940Selective Service Circular)
No. 64)COMMENT ON HANDLING CLAIMS FOR
OCCUPATIONAL DEFERMENTS UNDER SELECTIVE SERVICE
(Class II-A)

1. The purpose of this memorandum, addressed primarily to employers, is not to lay down rules. It is rather to suggest lines of action which may prove helpful, and to point to and comment on, certain passages in Selective Service Regulations. It is assumed that the employer is by this time reasonably familiar with the Selective Service System, and particularly the way in which claims for the deferment of key men are to be handled. (For recommendations on this point see Selective Service Circular No. 39)
2. Deferment not Claimed. Several cases have occurred, in which the registrant, though a key man almost impossible to replace, has failed to claim exemption on his questionnaire, and has not asked his employer for an affidavit.
3. Deferment Claimed. In other cases, Class II-A deferment was requested; but the data supporting the claim was very scanty as entered on the questionnaire, and no statement from the employer was attached.
4. Comment. It should be realized that either of the above cases (assuming that deferment would in fact be fully justified) puts both the registrant and his employer in a very weak position if a correct decision on deferment is wanted. The natural assumption is, that the employer does not consider the registrant a key man. The Local Board has the authority and duty to ask the employer for more information; but as it is an unpaid group of patriotic citizens, handling a large volume of business, the employer should not rely on them to take the initiative. It may be assumed that a local board, finding a man not liable for deferment to Class IV or Class III, will be likely to put him in Class I-A (immediately available) unless full and explicit facts are presented by both registrant and employer which will warrant deferment to Class II-A. After all, the Board's primary duty is to provide men for the armed forces.

RECEIVED
DEC 7 - 1940
H71

5. Study the Requirements. Employers having key men should inform themselves fully of the procedure of deferment, and conform to it exactly. Selective Service Headquarters has issued considerable information, and more can be obtained from Local Boards or by telephone (Commonwealth 3920) or writing to State Headquarters, for consultation with the State Advisors on Occupational Deferments. A sincere effort to claim deferment only for men whose loss would cause a serious interruption of activities and to prepare the papers fully and correctly, will greatly assist the local boards. By their correct and fair decision on each deferment in the first instance the prestige and popularity of the Selective Service System are heightened, the Board of Appeals is not encumbered with cases; and unfortunate decisions, unfair to the registrant and detrimental to the National Defense Program, are avoided. An instance is the recent case of a civil engineer on the staff of a large manufacturer, at present working almost entirely on naval requirements. This man was in full charge of designing and constructing very large additions to the plant, urgently needed for an increased scale of production. The man failed to claim deferment to Class II. He failed to present Form 42 to his employers to fill out in his behalf. He was put in Class I-A. His employers, hearing of this, after strenuous efforts persuaded the local board to reconsider and grant deferment.

6. Only a Few will go. Employers will find on analysis that it is most unlikely that the Selective Training and Service Law will cripple their operations. 17,000,000 men aged 21-36 registered; the Law permits not more than 900,000 to be in training during any one year (under present international conditions). This is 5.3% of the men registered. Therefore, an employer can expect to lose the services of about 5 to 10% of his men of draft age from year to year during the life of the Law (until May 15, 1945). This percentage is not, representing men inducted, deducting all deferments such as physical and mental defectives, aliens, men with criminal records, men with dependents and men whose civilian duties are more valuable to the nation than their military service would be.

7. Instructions from Main Office. Massachusetts concerns which are branches of out-of-state corporations will no doubt receive instructions from their head office. Such instructions will probably be based on suggestions of the State Advisor for O.D. in that state, and may vary somewhat from the recommendations issued by the State Advisors for Massachusetts. As one of the purposes of circulars sent from this office is to promote uniformity of procedure in Massachusetts, such suggestions should be followed in so far as applicable, and not in direct conflict with instructions from the head office.

8. Man in Training. Note S. S. Regs. (Par. 351) "A Registrant shall be considered a 'necessary man' in industry..... including training or preparation therefor." The helper, apprentice or other trainee must be treated, therefore, on precisely the same basis as the experienced worker--provided he meets the definition of the "necessary man". (It would be well to avoid the designation "helpers", as this often implies unskilled or semi-skilled labor rather than a man in training.)
9. Unemployment. A valid ground for claiming Occupational Deferment in any industry, whether on defense work or not, is that the loss of the man, before a replacement has been trained, will cause serious lay-offs of workers whose operations follow or depend on his. Example: A highly skilled perfume blender - in a non-essential industry - but very difficult to replace. If inducted, the loss of this one man might close the plant, and throw a large number of people out of work. Such action would plainly be contrary to National interest because the industry is "productive and contributes to the employment--of the community (Par. 352)." It would be proper to defer this man until a replacement is ready - and no longer.
10. Form 42. "Claim for Deferred Classification by Person other than Registrant." The revised form (revised 11-5-40) has been distributed to all local boards in sufficient quantities to take care of the anticipated volume of claims. Headquarters is not in a position to supply quantities direct to employers; but they are at liberty to reproduce it, or to use some preferred form. It is suggested that a facsimile reproduction will probably be the most acceptable to local boards. (Page 2, which merely gives instructions, need not be reproduced.)

EDGAR C. ERICKSON
STATE DIRECTOR

Official
Chester A. Furbish
Chief, Executive Div.
RCC/pg

Distribution #9

Selective Service Headquarters
93 Massachusetts Avenue

eg
ST #258

Boston, Mass.
Dec. 6, 1940

Selective Service Circular)
No. 65)

INFORMATION TO LARGE EMPLOYERS REGARDING DEFERMENTS

Large Employers will probably have men registered with many Boards. It might be very helpful if they explained to these Boards what work they are doing on Government Orders, as contractors or sub-contractors, the urgency of deliveries, plant expansion, employee training program and existing and impending shortages in labor and management. The Boards would then have a background to help them in judging each deferment claim.

Company activities might properly include these points:

1. Establish a sound and patriotic company policy as to claims for deferment.

One very large industrial concern refrains from claiming deferment for any man who can be trained in 3 months or less. They know that the loss of such men would be an inconvenience, but consider such minor loss "their contribution." They will have to secure deferments for a large number of highly skilled engineers and artisans; but will not concur in anything approaching "blanket deferments."

2. Cooperate with registrants on Questionnaires, and furnish affidavits or other documents for those thought to be deserving of deferment.

A typical form for securing needed facts about workers, used by one large industrial, is reproduced for general information. It is recommended that key men be furnished with Affidavits for Class II-A deferments, even though they may also claim deferment on other grounds (especially dependents). Such a claim may be disallowed, or the man's status may change, the employer will not be notified, and an incorrect disposition may be made if the affidavit is not already on record.

Should this happen and an appeal be taken, the original decision would be very likely to be upheld. The first action was taken by a Local Board presumed to be familiar with local conditions. The case is reviewed by an Appeal Board, often in a distant city, on the basis of the documents only, with no new evidence (unless by their request), no personal appearance of the registrant, and no appearance of counsel.



It is hoped that such local reconsideration of decisions which were based on inadequate Questionnaires (further data having been submitted) will minimize the load thrown on Boards of Appeal. Massachusetts has 173 Local Boards and only 7 Boards of Appeal.

3. Personal conference of principals and personnel managers with Local Boards, so that each group will understand and work with the other.

4. Similar friendly personal contacts with nearby Local Advisors for Registrants and Government Appeal Agents.

State Headquarters has found direct personal contacts so productive, of better understanding and sound helpful relations that the same policy should be fruitful between Industrials and Selective Service Officials. It would not be proper, however, to make contact with Appeal Boards as they have judicial duties, and will not consider new evidence in cases brought before them.

5. Notify Local Boards of changes which affect the status of deferred employees.

This cooperation would be evidence of fairness which should gain a sympathetic consideration of urgent claims. (Quoting from S. S. Regulations, Section XXX, Paragraphs 385-386, as follows:)

"Each classified registrant shall, within 5 days after it occurs, report to the Local Board any fact that might result in his being placed in a different classification." (Par. 386) Local Board to keep informed of status of classified registrants. "Although the classified registrant is directed to report any facts that might result in his being placed in a different classification, the Local Board shall take steps itself to keep informed of the status of registrants in deferred classes. The Local Board may question registrants at intervals. It may request employers to furnish information with respect to registrants."

In spite of the fact that the registrants and Local Boards are directed to take the initiative, there is no reason why an employer cannot systematically do so, to protect his own interests.

6. A tickler file of deferred employees, so that information as to the status can be furnished Local Boards just before the term of deferment ends, thus permitting rapid decision by the Local Board on the basis of current facts.

S. S. Regulations (Par. 353) require that deferments in Class II-A "Shall be renewed for further periods of not to exceed six months, unless the Local Board shall determine that the registrant should be reclassified."

7. Request men or Government Appeal Agents to take appeals in as few cases as possible. In emergencies, tactfully request reconsideration by the Local Board.

Immediate reconsideration lies within the powers of the Local Boards. Local Boards are given wide discretion under S. S. Regulations (Par. 387) which states, "Upon receiving new evidence the Local Board may at any time before induction reconsider the classification of any registrant."

EDGAR C. ERICKSON
STATE DIRECTOR

Official
Chester A. Furbish
Chief, Executive Div.
RCC:eg
Distribution # 9

COPY

November 2, 1940

Mr. Sloyd Douty
Southbridge Street
Auburn, Mass.

Dear Sir:

In answer to your inquiry, communications
on such matters should be addressed to Draft Board
No. 72, at Grafton, Mass.

Yours truly,

Hamilton Armstrong
Clerk, Board of Selectmen

BS:HA

*File
by
Board*

FINNISH RELIEF FUND, INC.
SOUTHBOROUGH, MASS.

HAMILTON ARMSTRONG
CHAIRMAN

CHARLES H. NEWTON
TREASURER